

FEDERAL CORRECTIONAL INSTITUTION POLLOCK, LOUISIANA



INMATE HANDBOOK

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INTRODUCTION

Welcome to the Federal Correctional Institution (FCI), Pollock, Louisiana. The Admission and Orientation Program (A&O) and this handbook have been prepared to assist you in adjusting to this institution. The information provided is a general overview of institution procedures, rules and regulations, program opportunities, and the disciplinary system. The booklet should be used as a reference guide to the detailed policies of the Bureau of Prisons or all procedures in effect at FCI-Pollock. You should maintain your handbook with your personal property throughout your stay at this facility. You can make your time as meaningful as possible by showing responsible behavior, respecting the rights of others, participating in various programs, and complying with the rules and regulations of this institution.

FCI POLLOCK

INSTITUTION

FCI-POLLOCK is located at 3000 Airbase Road, Pollock, LA 71467, 3 miles west of Pollock, Louisiana, off Hwy 165. The institution phone number is (318) 765-4400. Construction of this 1536 bed Medium-security facility was completed in March 2007. The Institution consists of three 512-bed housing-units and operates with fully functional unit management system.

ADMISSION AND ORIENTATION PROGRAM

During the Admission and Orientation Program, you will receive a presentation from each department of this institution which provides inmate related services or programs. These presentations are intended to orient you to the institution operations, housing unit regulations, and available program opportunities. You will also receive a copy of the inmate rights and responsibilities and be informed of the institution's disciplinary system. Armed with the knowledge of what you can use to improve yourself, we ask that you participate in programs and follow all rules and regulations to create a positive environment.

ADMISSION

Upon arrival at FCI-POLLOCK, you will be processed through the Correctional Systems Department by an Correctional Systems Officer (CSO). The CSO will inventory any property, obtain your fingerprints and a current photo, perform a visual search, secure any monetary instruments, and provide you with an identification card, which can also be used at the commissary. You will then be screened by medical staff and a member of unit management.

ORIENTATION

Upon arrival, you will be placed in the housing unit to which you will be permanently assigned. During your first five days in the unit, you will attend Unit A&O with members of your Unit Team. In addition, within 30 days of arrival, you will attend Institution A&O which will consist of lectures by department heads and other staff members regarding various programs, services, policies, procedures, and regulations at this facility. You will be called to R&D to receive any property mailed from a previous institution. You will be required to attend the entire session of A&O lectures and any call-out which are a part of the Admission and Orientation Program. Any lectures missed will be expected to be made up on the same day the following week. The material in this handbook will help you more quickly to understand what you will be encountering when you enter prison, and hopefully assist with your adjustment to institution life.

MISSION

The mission of FCI-POLLOCK is to provide a safe, secure, humane environment, while providing work and other self-improvement opportunities. Our staff is proficient, will make competent professional decisions, and provide the professional service to which you are entitled while incarcerated. Our goals include maintaining a safe and humane environment for staff and inmates, and increasing the number of inmates achieving a successful re-integration into the community by offering more alternatives to the offender. When staff denies requests, the decision(s) will be based on policy, good judgment, and sound correctional practice, and will be explained to you. Line and supervisory staff will be available, accessible, and responsive to your requests for information or assistance, and we encourage you to make use of them to resolve problems.

EXECUTIVE STAFF

WARDEN

The Warden is responsible for the total operation of FCI-POLLOCK and delegate's responsibility to other senior staff members. He/she evaluates the input of various committees and has the final approval on institution transfers, halfway house assignments, and escorted trips. He/she makes the final decision only after the Unit Team has carefully evaluated the situation. The Warden or his/her representative is available to see inmates during the noon meal in the dining room, Monday through Friday from approximately 10:30 a.m. to 12:00 p.m. The Warden is vitally interested in the overall welfare of all inmates at FCI-POLLOCK.

ASSOCIATE WARDENS

Four Associate Wardens are assigned to the Complex. Their areas of responsibilities are as follows (subject to change):

Correctional Services/SIA Food Service	Religious Services Financial Management Facilities Trust Funds	Case Management Coordinator Correctional Systems (ISM) Employee Services Human Resources Health Services Psychology Unit Management	UNICOR Education Recreation Safety
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The Associate Wardens will discuss any questions you may have concerning the operations, programs, and services that are provided by any of the departments that fall within their area of responsibility. The Associate Wardens are available to see inmates during the noon meal, Monday through Friday, or will address your concerns through an "Inmate Request to Staff Member" Form (cop-out).

FCI POLLOCK

ADMINISTRATIVE DUTY OFFICER (ADO)

The institution also has an Administrative Duty Officer available at all times to assist in emergency situations. The Administrative Duty Officer is an executive level employee who works Monday through Friday.

INSTITUTION DUTY OFFICER (IDO)

There is an Institution Duty Officer (IDO) available evening and weekends to assist in emergency situations. The IDO is a Department head or assistant department-head-level employee who works Tuesday through Friday during the evening hours and regular day shifts the remainder of the employee's tour as IDO. The function of the IDO is to act as the Warden's representative during non-business hours Monday through Friday, weekends and holidays.

CAPTAIN

The Captain is responsible for security and custody within the institution. The Captain is responsible for all correctional personnel and any questions concerning security should be addressed to the Captain. The Captain is available to see inmates during the noon meal, Monday through Friday, or will address your concerns through an "Inmate Request to Staff Member" Form (Cop-Out).

CLASSIFICATION AND THE UNIT TEAMS

FCI-POLLOCK operates with a decentralized Unit Management System. The units are self-contained inmate living areas that include both housing sections and office space for unit staff. Each unit is staffed by a unit team directly responsible for inmates living in that housing unit. The unit staff offices are located in the units to ensure staff and inmates are accessible to one another. The unit staff typically includes the Unit Manager, Case Managers, Correctional Counselors, and a Unit Secretary. Ordinarily, the Staff Psychologist, and Education Advisor will attend Unit Team Meetings and will be considered as part of the Unit Team. You will be assigned to a specific Unit Team, based on your living quarters, which will be made up of a Case Manager, Correctional Counselor and Unit Manager. Generally, the resolution of issues or other matters of interest while at the institution are most appropriately initiated with your Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the Unit Staff will be at the institution on weekdays from 7:30 a.m. to 9:00 p.m., and 7:30 a.m. to 4:00 p.m. during weekends and holidays. The Unit Team members usually schedule their working hours in such a manner that one of them will be available at times when inmates are not working.

GENERAL FUNCTIONS OF UNIT STAFF

UNIT MANAGER

Each of the functional units has a Unit Manager as an administrator. The Unit Manager directs and manages the housing unit and is responsible for the unit's operation and security as well as planning, developing, implementing, and supervising individual programs designed to meet the particular needs of inmates in the unit. The Unit Manager supervises all staff in the unit and is available to both staff and inmates for consultation concerning any problems. Unit Managers oversee all unit programs and activities. They are department heads at the institution and have a close working relationship with other departments and personnel.

CASE MANAGER

The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He/she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist or department affairs) with a reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the UDC.

CORRECTIONAL COUNSELOR

The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, sanitation, personal difficulties, and plan for the future. He/she plays a leading role in all segments of the unit's programs and is a voting member of the unit team. The Correctional Counselor is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. They hold major responsibilities for the security, safety, and sanitation of the unit. The Correctional Counselor is a frequent member of the UDC.

UNIT SECRETARY

The Unit Secretary performs receptionist, clerical, and administrative duties for unit staff. They assist the Case Manager in processing release documents and arranging release transportation. Some Unit Secretaries may also be available to provide notary services when documents have been reviewed by the Executive Assistant.

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UNIT OFFICER

The Unit Officer has direct responsibility for the day-to-day supervision of inmates and enforcement of rules and regulations. The officer has safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in housing units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during their unit assignment.

COMMUNICATION WITH UNIT TEAM

At FCI-POLLOCK, a unit staff member is available each day of the week and most evenings until 9:00 p.m. Their individual schedules will be posted on TRULINCS. Unit Managers are available to see inmates during the lunch hour to answer questions. Open House for Unit Team members is from 3:00 p.m.-3:45 p.m. daily.

PROGRAM REVIEWS

Program reviews (team meetings) will be held every 90 to 180 days, depending on the time remaining on your sentence. These meetings are held by your Unit Team to review your participation in programs, make recommendations, monitor work assignments, quarter's sanitation, and discuss transfers, custody issues, and overall institutional adjustment.

OPEN HOUSE (MAINLINE) PROCEDURES

To resolve issues that you have not been able to solve with your Unit Team, all institution executive staff and department heads maintain an "open house policy" to assist you. Open house is during the noon mainline in the dining room and in the Unit from 3:00pm—3:45pm daily with Unit Team members. Your Unit Team will also be available throughout the day to assist you. It is stressed that you first attempt honest resolution of problems with your assigned unit staff, Correctional Counselor, Case Manager, and Unit Manager in that order, prior to addressing issues with Executive Staff. If an issue involves a department other than Unit Management, representatives from the department will be available weekdays during the lunch hour open house.

TEAM PARTICIPATION IN PAROLE HEARINGS

The Unit Team prepares progress reports and compiles other information from the inmate's Central File for presentation with the United States Parole Commission or other appropriate agencies. Parole Hearings are held at FCI-POLLOCK on a seventeen-week cycle via video conference.

DAILY INMATE LIFE

DRESS CODE

From 7:30 a.m. to 4:00 p.m. (recall), Monday through Friday, you must be dressed in the institution jumpsuit anytime you are outside the housing unit. When wearing the jumpsuit, all buttons will be fastened and your arms will be in the armholes of the jumpsuit; you will not be allowed to wear the jumpsuit up to your waist and leave the top portion hanging at your waist. The only exception to wearing the jumpsuit is when you are actively participating in recreation activities. Shirts should be tucked in when exiting the Housing Units. No hats or sunglasses will be worn inside a building. Exception: Sunglasses are allowed to be worn inside if you have a medical authorization; you must have the medical authorization with you or you will have to remove your sunglasses while inside. Sunglasses should be placed inside your pocket when inside Food Service and not on top of your head. Wave caps and "do-rags" are authorized to be worn "ONLY" inside the housing unit and are not authorized on the compound at all. Jumpsuits will be of the appropriate size, no sagging or wearing of the jumpsuit below the waist is allowed. No oversized clothing is permitted. Regardless of the type of clothing worn (jumpsuit, sweats, etc.), when you are outside your housing unit you will be suitably dressed at all times. Hats will not be worn inside any area of the institution except by Food Service workers who are actually on the schedule to work. Pant legs will not be rolled up or cuffed up, see laundry if you require a different length.

ID CARDS

Your ID should be with you at all times when you are outside your assigned housing unit. When you exit the unit your ID card **MUST** be worn around your neck and openly displayed where staff can see it. ID cards will not be tucked inside your jumpsuit, in a pocket, or under your shirt or jacket.

SANITATION

It is your responsibility to check your living area immediately after being assigned there and to report all damages to the Correctional Officer, Case Manager, Counselor, or Unit Manager. An inmate may be held financially liable for any damage to his personal living area. You are also responsible for sweeping and mopping your personal living area to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Pictures are not authorized to be taped to cell walls, cell windows, and windows to cell doors will not be blocked.

Toothpaste, toothbrushes, razors, and soap are issued at the institution laundry. You may purchase name brand items through the commissary. Linen may be exchanged at the institution laundry. Inmates may request clothing exchange by submitting a cop-out to the laundry.

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PERSONAL PROPERTY LIMITS

Items that may be retained by an inmate are limited for sanitation/security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. Included in this booklet is a listing of authorized property. This list is not all-inclusive, but it is a guide to the kind of items you may be authorized at FCI-Pollock.

STORAGE SPACE

Storage space in most units consists of an individual locker. Locks may be purchased in the institution commissary. The amount of property allowed each inmate is limited to those items that can be neatly and safely placed in the space designated. Under no circumstance will any material be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Included in this handbook is a listing of authorized property. This list is not all-inclusive, but it is a guide to the kind of items you are authorized at the institution. The property list can be found in the section labeled Inmate Personal Property List.

CLOTHING

Civilian clothing of any type (except athletic apparel) is not authorized at FCI-POLLOCK. All clothing will be neatly stored in the individual locker. A limited number of personal sweatshirts and sweatpants are permitted. Individual washcloths and towels are issued to inmates. Authorized footwear includes one pair of composite shoes, one pair of shower shoes, and athletic shoes (as per policy). Footwear is to be stored neatly under the bed.

You will not write, draw, or alter any BOP-issued jacket. Jackets defected will be confiscated. Jackets may be worn inside buildings; however, jackets will be removed when exiting Food Service. When exiting Food Service, you will carry your jacket in order for staff to conduct a pat search. Anytime a staff member conducts a pat search, you will remove your jacket prior to the search-taking place. The staff member will thoroughly search the jacket. Food Service inmates will not be authorized to possess jackets in Food Service. The detail supervisor will secure all Food Service inmate jackets when the inmates enter the work site.

LEGAL MATERIAL

You are allowed to maintain legal materials necessary for any court cases in which the inmate is the defendant or plaintiff. Legal materials should be reviewed by the inmate's Counselor and neatly stored in the inmate's locker. Excess is to be stored in the Unit's Legal Storage Room. All inmate legal material will be handled in accordance with national policy.

COMMISSARY ITEMS

The total value of an inmate's accumulated commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply. For instance, one may not have in his locker more than 60 first class stamps at one time.

FOOD STORAGE

Food items that are left open create a health hazard and increase the potential for pests. These items must be properly sealed at all times. Empty containers may not be used for storage of other items and must be thrown away. Food Service items are not permitted in the cells.

PUBLICATIONS

An Inmate will be limited in the number of magazines that can be stored in the cell. Inmates have 90-days on magazines and 7-days on newspaper to read as of date of receipt or stamped. Nothing is to be tacked, stapled, or taped to any surface in your cell.

RADIOS AND WATCHES

You may not own or possess more than one approved radio, MP3 player and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding locally established limits. Radios with a tape recorder and/or tape player are not authorized. Only Walkman-type radios are permitted. Inmates may not give any items of value to another inmate (i.e., radio, watch, sneakers, or commissary items).

JEWELRY

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones.

METAL DETECTORS

You MUST clear all metal detectors. You will remove all items that trigger the metal detector. You do not have the option of being pat searched rather than clearing the metal detector. If you cannot clear the metal detector, a visual search will be conducted. If you have a medical exception, you will be required to go through the metal detector and then a pat search will be initiated. You must have your medical exception document on your possession. You will not sling your arm through the metal detector to avoid removing items that will not clear.

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MISCELLANEOUS

Laundry bags, cups, containers, etc., are not authorized in Food Service. Food Service workers are not authorized to have laundry bags, cups containers, etc., in Food Service. No items (fruit, napkins, common fare food items, etc.) will be removed from Food Service.

UNIT RULES AND REGULATIONS

Unit rules and regulations are implemented to ensure the orderly running of the housing unit. Compliance with the guidelines outlined below is mandatory. Failure to comply with this rules and regulations may result in disciplinary action.

SANITATION, PROPERTY, AND DRESS CODE

1. Cells and common areas are subject to sanitation inspections daily beginning at 7:30 a.m.
2. Beds will be neat and made by 7:30 a.m. Monday through Friday. The top sheet and blanket will be folded approximately 18" from the head of the bed with a 6" collar. The extra blanket will be folded neatly and placed at the foot of the bed. Blankets will not be used as rugs or curtains.
3. Toilet, floor, mirror, and sinks will be cleaned daily. Trashcans will be emptied daily.
4. Windows, both on the wall and cell doors will be cleaned daily. No items will be stored on the windowsill. At no time, to include when using the restroom, will any window be covered.
5. Air vents will be cleaned and will remain uncovered at all times.
6. All articles of clothing will be stored neatly in the locker. Shoes will be placed neatly on the floor beneath the bed. Clotheslines are not authorized. Clothing and other personal items will not be placed on the railing or stairs.
7. Laundry bags may be hung from the bedpost. Laundry bags will contain only clothing and will not be used to store shoes, commissary items, books, or paperwork.
8. When not in use, prayer rugs will be folded and stored inside the locker or on top of the extra blanket at the foot of the bed.
9. Storage devices (wooden boxes, cardboard boxes, milk crates, etc.) are not authorized. If you require storage space for ongoing legal paperwork, notify the unit counselor.
10. Writing on the walls, ceiling, floors, lockers, beds, chairs, or desk is not allowed.
11. No alteration of the chairs is permissible. Chairs are assigned by cells. Chairs assigned to your cell are your responsibility. Defecting or marking a chair, in any manner, will be cause for disciplinary action and will result in the loss of the chair.
12. All food will be stored in the locker in a sanitary and safe manner. Items removed from Food Service such as food, condiments, cups, plates and utensils are not authorized and will be confiscated.
13. No cleaning supplies or cleaning equipment will be kept in the cell.
14. All photographs will remain inside your locker. Photo albums must be inside the lockers. Nothing will be attached to the cell walls, the outside of the locker, or underside of the bunk beds.
15. Only one locker per inmate is authorized. No items are to be placed in vacant lockers. Any items found in a vacant locker will be considered contraband and will be confiscated.
16. Books, magazines, and newspaper will be stored in lockers and will not exceed policy limitations.
17. Room furnishing will not be rearranged. Beds, lockers, and desks will remain in the designed positions.
18. Inmates are responsible for their assigned living areas and the items in it. Inmates may possess only authorized property items in their cells. Excess, altered, or unauthorized items are considered contraband and will be confiscated.
19. The unit showers are available each day, however, use during duty hours Monday through Friday, will be limited to Food Service inmates and inmates with irregular work hours. This allows the unit orderlies adequate time for sanitation. All showers will be cleaned daily.
20. Shoes, shower shoes, or tennis shoes, pants or gym shorts and a shirt will be worn at all times while outside the cell. Robes may also be worn to-and-from the shower with a t-shirt and shorts underneath.
21. Personal hygiene supplies will be issued by Laundry during linen exchange or may be purchased from the commissary. Inmates are responsible for maintaining acceptable standards of personal hygiene. There will be no hair cutting or barber activities permitted in the units.
22. Inmates are not authorized to take personal property items out of the unit to work details or education/recreation programs.
23. Radios and headphones must be the type authorized. Headphones will be properly utilized at all times. Homemade speakers are not authorized and altered headphones will be confiscated. Radios are not permitted on work details or education programs.
24. Inmates are required to be properly dressed Monday through Friday during duty hours (7:30 a.m. to 4:30 p.m.), unless participating in a recreation activity. Inmates will attend all call-out appointments in khaki jumpsuits. Jumpsuits will not be tied around the waist.
25. Inmates are responsible for familiarizing themselves with the institution prohibited acts and inmate responsibilities as outlined in this handbook.
26. The counselor (not unit officer) has the responsibility and authority to conduct inmate bed assignments. Inmates will not change cell or bed assignments without prior approval from a unit team member.
27. No sign-up sheets, flyers, or other notice will be posted on unit walls or bulletin boards without the unit manager's approval.

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28. Unit managers will be available daily during Mainline and unit staff will be available from 3:15 p.m. to 3:45 p.m. in the housing units. Open house is designed to afford inmates additional contact with members of unit team. Some requests may not be able to be answered immediately, however, an appropriate response will be provided in a timely manner.

ACCOUNTABILITY

1. Inmates who are excused from their work detail and sent back to the unit must immediately upon arrival at the unit report to the unit officer. Only the Associate Warden may authorize lay-in from work details.
2. Unit orderlies and medically unassigned inmates will remain in the unit during work hours unless on an approved call-out. These inmates will not leave for recreation during scheduled work hours without prior staff approval.
3. Visiting between pods and cells are prohibited. Inmates who enter another unit, pod, or cell to which they are not assigned will be considered out-of-bound and disciplinary actions will be administered.
4. Securing inmates in the cells normally occurs twice a day just prior to the 4:10 p.m. and 9:30 p.m. counts. Additionally, inmates may be secured in their cells at any time for purpose other than official counts. When instructed by a staff member, inmates will immediately return to their assigned cells. Any delay in returning to the cell (such as getting ice or using microwave, etc.) will not be tolerated and disciplinary action will be administered.
5. Official counts: There will be no talking, movements, radio playing, etc., during counts. Inmates are required to be visible and standing on the floor in the cell for the 4:10 p.m. count and special counts.
6. Any inmate failing to report to work detail will be subject to disciplinary action. Once the unaccounted for the inmate has been located, he will report to the appropriate detail or lieutenant's office and an incident report will be written.

UNIT ACTIVITIES

1. Television viewing will be permitted during established non-duty hours. During duty hours, television viewing will be at the unit officer's discretion and only if unit sanitation requirements are being met.
2. Unit officers will distribute mail after the 4:10 p.m. count has been cleared. Mail Room staff will distribute legal mail and special mail as soon as possible. Outgoing "General Correspondence" mail will not be sealed by the inmates and will be placed in the mailbox with the exception of authorized legal mail and special mail, which you may seal. Inmates are expected to be responsible when using the legal and special mail. Any abuse or misuse of the mail system will result in disciplinary action.
3. Telephone Usage—Telephones are located in all the units. Calls will be made using the Inmate Telephone System (TRUFONE). NO sharing of PAC numbers is allowed.
4. Inmates may use the telephone only in their assigned unit according to the following schedules:
 - a. Monday through Friday from 6:00 a.m. to 7:30 a.m., 10:30 a.m. to 12:30p.m., and after the 4:10 p.m. count until 9:30 p.m.
 - b. One telephone per pod will be active from 7:30 a.m. until 3:30 p.m. for inmates on their days off or in evening shift details.
 - c. Saturday, Sunday, and Holidays from 6:00 a.m. until 9:30 p.m.
5. Inmate telephones will be turned off 30-minutes prior to official counts and will not be available during counts.
6. Telephone calls will be permitted on a first-come first-serve basis. There will be a 15- minute time limit on all calls. Consecutive calls will not be permitted.
7. All calls are recorded and may be monitored, with the exception of non-monitored legal calls. To receive a non-monitored legal call, an inmate must make arrangements and obtain approval from unit team staff.
8. Three-way telephone calls are strictly prohibited. Sharing PAC numbers or the making or paying for calls for another inmate is prohibited.
9. Telephone use is a privilege and will not interfere with institution schedules, programs, work assignments, or counts.
10. Inmates will maintain their own telephone lists utilizing the TRULINCS computer located in each housing unit.
11. Card playing is permissible on card tables in the common areas (no gambling permitted)
12. Working out, and rowdy or disruptive behavior will not be tolerated in the activity rooms or housing units.
13. Group meeting, group prayers, or other congregations of inmates will not be allowed in the activity rooms.
14. Inmates may not practice religious, political, or other activities outside their cells that may affect or disrupt others.
15. All lights will be turned-off when a cell is not occupied.
16. Quiet Hours: The hours of 10:00 p.m. until 6:00 a.m. are quiet hours. Unit lights (excluding security lights) will be turned off at 10:00 p.m.
17. Trash cans are provided for the unit common areas and are to be used. Littering will not be tolerated.

SAFETY AND SECURITY

1. Inmates must familiarize themselves with the fire exits and evacuation plans located within the unit. Evacuation during a fire alarm is mandatory.
2. Inmates are not permitted to sit on the stairs, on or beneath the railing, or congregate chairs near the emergency exit. This is for safety reasons. The railing in the unit and around the stairs will not be used as a seat, for hanging clothes, or for exercising.

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3. When in use, chairs may be placed within the common areas. When not in use, and prior to leaving the unit, chairs must be returned to the assigned cell. There will be no chairs on the second floor walkways, with the exception of the window alcove adjacent to the second floor showers.

4. The unit entrance/exits are for movement and will not be utilized as a “hangout” area. You are not allowed to enter or loiter in front of the unit, you are not allowed to shout into another unit or pod.

BED ASSIGNMENT

Upon your initial commitment to FCI-POLLOCK, a staff member will give you a bed assignment. Normally, the Counselor has delegated authority to make any subsequent changes. Bottom bunk assignments will be based on seniority, medical needs, and additional factors such as clear conduct, FRP participation, etc. Inmates returning from writ or “outside” medical treatment, and who previously had bottom bunk status, will be placed at the top of the seniority list.

In each cell, there is a duress alarm. It looks like a doorbell. You may activate the alarm at any time you feel you are in danger. The Unit Officer will respond to this alarm when activated. If at any time you falsely activate this as a distraction or a joke, you will receive disciplinary action.

HOUSEKEEPING RULES

The following rules and regulations have been established for safety, sanitation, and uniformity throughout the institution:

1. “Lights On” will be at 6:00 a.m. Monday through Friday. All inmates will be responsible for their cells. All beds will be made by 7:30 a.m. Monday through Friday. You are responsible for making your bed by work call each day, even though it may be your day off work. Inmates who work in the evening or who are on their day off may lie back down on the made bed.
2. All clothes will be hung or folded neatly inside the locker, which must be kept clean and uniform. Wastebaskets will be emptied, and floors will be swept and mopped daily. You are responsible for contraband found in your area, and for the cleanliness of your area, that includes the space under your bed and around your locker. You are prohibited from moving or altering your living area or locker or blocking the air vents. Absolutely NO items will be hung from the security bars, sprinkler heads, the bunk bed or covering any windows or light fixtures. No items will be placed on the outside of your locker or the wall areas. Possession of nude or sexually suggestive photographs is prohibited. Photos posted on the bulletin board inside the cell are to be of family and should not be sexually suggestive in nature.
3. Inmates will not deposit trash on the floors, will not leave trash in the activity rooms, and will use the trash cans that are available. No inmate is permitted to possess any type of heating or electrical device in his living area. Housing inspections are conducted daily by the Unit Officer and Correctional Counselor and weekly by the Institution Duty Officer and Unit Manager.
4. Publications are identified as magazines and newspapers. Inmates may receive soft-cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the publisher, from a book club, or from a bookstore. The Unit Manager may make an exception to the provisions of the above paragraph if the publication is no longer available from the publisher, book club, or bookstore. The Unit Manager shall require that the inmate provide written documentation that the publication is no longer available from these sources. The approval of any request for an exception is to be documented, in writing, on an Authorization to Receive Package Form which will be used to secure the item.
5. Inmates may not receive more than five publications or soft covered books in any one package. Hard covered books are limited to a total of five in your possession. All publications must come from a publisher or bookstore. In addition to this, each inmate may have one dictionary, one religious book, and other materials checked out from the Education Department.
6. All inmate property is to be stored inside the locker. It is the responsibility of the inmate to limit his property so it fits into the assigned locker. Excess property is considered a fire hazard and a sanitation concern and any excess property will be considered contraband and could result in disciplinary action. Inmates will not create additional storage space, such as storing property under their bed or in boxes, unless the Unit Manager grants advance written permission. You are responsible for any item inside your cell. Items not authorized and found in a neutral area in your cell will result in disciplinary action for all occupants of that cell.
7. Personal property for inmates on Writ, those receiving “outside” medical treatment longer than three days, will be stored in Receiving and Discharge. No property, personal or issued, will be temporarily transferred to other inmates for safekeeping.
8. Appropriate dress is required when exiting your cell or the shower areas (i.e. pants, shirts, and footwear, at a minimum, will always be worn in the common areas of the units).
9. The Correctional Officer will make sanitation supplies for the maintenance of the living areas available. Inmates will maintain no personal cleaning supplies. Inmates desiring to have their cells sprayed for pests should submit an “Inmate Request for Pest Control” form which can be obtained from their Correctional Counselor.
10. All new commitments, except for the times they attend A&O lectures, are responsible for assisting the Unit Orderlies.
11. Ice machines and microwaves are provided in the unit for inmate use. No items are to be stored in the ice machines at any time. Food and other contraband items found inside the ice machine constitutes a health hazard and violation of this rule could result in the de-activation or removal of the ice machine for an indefinite period. Any misuse of the microwave could also result in the removal of the microwave.
12. FCC-Pollock is a tobacco free institution. Smoking/Chewing tobacco is strictly prohibited.

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13. Absolutely no visiting between cells, pods or housing units will be permitted. Any inmate discovered in a cell housing unit, or pod that he is not assigned will receive an incident report.
14. Each cell is equipped with two chairs that are engraved with the room number where the chair belongs. You will be permitted to take your chair to the common areas inside the unit. Under no circumstances are you to leave the unit without first securing your chair inside your room. No chair will be allowed on the upper tier walkways, or under the second floor over-hang on the bottom tier blocking a Staff member's path in front of the cells.
15. On the day of your release, all clothing and bed lines must be taken to clothing issue. Clean your living area for the next person to use.

NOTE: Violation of any of the above rules could result in disciplinary action and/or Unit or Pod sanctions such as loss of television privileges, confiscation of chairs, closure of activity rooms, and loss of microwaves.

In order to minimize maintenance cost, permit uniform inspections, search procedures, and maintain orderly congregate living, FCI-POLLOCK imposes reasonable regulations on an inmate's conduct and furnishings in housing units. The Housing Unit Rules will be posted on the TRULINCS "Local Documents" for inmate view.

ADDITIONAL TYPICAL RULES

1. No cell door-wedges utilized to keep the door closed are permitted
2. Cell doors must be closed during the daytime (Monday through Friday) when inmates are not in them.
3. Orderlies are to be available throughout the workday and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after him or herself. Trash and wastebaskets are to be emptied prior to work call each day, normally at 7:30 a.m.
4. On weekends, beds will be made whenever inmates are awake or gone from the cell. At no time will a mattress be removed from a bunk and placed on the floor.
5. Showers are available each day, but inmates may not be in the shower during an official count. Food service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.
6. Removal of food from the dining room is not permitted. No items are authorized to be brought with an inmate into the dining hall.
7. Approved safety shoes must be worn on the job, including orderly positions in the Unit. Tennis shoes and loafers are not authorized in work areas but may be worn in the dining area.
8. Unit televisions may be viewed during established off-duty hours, which generally coincide with the hours cells are unlocked. During normal working hours, the television may be viewed at the discretion of the Unit Officer.
9. Inmates may play cards and approved games during established hours, providing that appropriate noise levels be maintained.
10. Inmates must carry their identification card, worn around their neck and displayed outside of their clothing anytime they are outside of the housing unit.

NOTE: Violation of any of the above rules could result in disciplinary action and/or Unit or Pod sanctions such as loss of television privileges, confiscation of chairs, closure of activity rooms, and loss of microwaves.

WAKE-UP

General wake-up for all inmates is 6:00 a.m. The Unit is called to breakfast by the Unit Officer based on a rotating schedule. The Unit Officer will announce breakfast when notified, and the Control Center will announce meal times. Inmates are given five minutes to leave the Unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain adequate sanitation or unable to arrive at work on time are subject to disciplinary action.

COMMISSARY/TRUST FUND/LAUNDRY

CLOTHING EXCHANGE & LAUNDRY

Issued clothing, linen, towels, etc. are exchanged on a one-for-one basis at the Laundry Room. The schedules for exchange are posted on the TRULINCS Local Documents and laundry. FCI-POLLOCK allows inmates to retain additional items of personal clothing, i.e., T-shirts, shorts and socks. In those cases, you may send personal items in a laundry bag on the designated day to be laundered. Laundry bags should contain clothing (personal, or institutional only) no tennis shoes or boots. You are not allowed to bring laundry or linen into the Food Service Dining Room. Staff is not responsible for lost, missing or damaged personal clothing which was sent to laundry to be laundered. Laundry is open Monday through Friday (excluding holidays) during the breakfast meal only for open house.

COMMISSARY

Your funds are retained by the institution in a Trust Fund Account, from which you may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to you upon release or may be mailed home. The FCI uses a Point-of-Sale Computerized Commissary Withdrawal System that simplifies purchasing and gives you an improved, up-to-date record of all account activity. Inmates must register their fingerprint with Commissary prior

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to shopping. All sales will be conducted using fingerprint recognition. Your Commissary access time is based on housing unit assignment. The schedule is posted on the TRULINCS "Local Documents." It is the inmate's responsibility to know the amount of money available in your commissary account. Once the inmate signs his receipt, accepts his goods and exits the sale booth, all sales are final. You may check the balance of your account by utilizing the TRULINCS system located in your respective housing unit or over the computerized ITS System. Borrowing Commissary items from other inmates is not allowed. Items such as tennis shoes, gym cloths, sweat suits and radios are stocked in the Commissary. Inmates can purchase one or two pair of tennis shoes, however once you purchase a pair of tennis shoes; you must wait for a period of three months between tennis shoe purchases.

MP3 PLAYERS

The player has an FM radio. It will not operate until it is activated on TRULINCS approximately 2 hours after purchase. Only the inmate who purchased the player can activate or re-validate it. After activation it will display the inmate's name and register number on start up. Viewing/purchasing songs from the music library/store is limited to 60 minutes a day, in four 15 minute blocks. Each player must be re-validated every 14 days or it will stop working. An inmate may only have one player at a time. If the device fails refer to the warranty process posted on the TRULINCS electronic bulletin board. The BoP is not responsible for damage to players while charging or attached to TRULINCS computers. Players cannot be used at Privatized facilities or contract/hold-over facilities. There are no refunds for songs purchased, be sure of the song before buying. Songs with explicit lyrics are not available. Songs/titles are automatically updated when made available by the vendor. The BoP does not control what songs/titles are made available, and will not take requests for songs/titles/genres to be made available. Inmates must accept the music/media terms of use before they activate the player, view the library or purchase music.

TRULINCS(TrustFundLimitedCommunicationSystem)

TRULINCS is available in each inmate housing unit. Inmates must utilize this system to update their phone account, check balances or process BP-199's. Inmates are authorized to send or receive e-mails to and from any person whom they create a valid e-mail address as long as it does not interfere with the orderly running of the institution. TRULINCS is a privilege and access can be limited or denied. Inmates may create up to 100 active contacts. Inmates placed in Special Housing Unit will not be granted access to public messaging. All TRULINCS correspondence will have a minimum two hour hold on all incoming or outgoing messages.

*Each inmate must acknowledge and submit an electronic Inmate Agreement Form adhering to the rules and regulations established for the TRULINCS system each time you utilize the TRULINCS system.

*Each inmate will need to enter their Register Number, PAC Number and Commissary PIN number to gain access to TRULINCS.

*Inmates will be charged \$.05 per minute to use TRULINCS.

*Inmates will be required to purchase session time minute increments of 40, 100, 200, and 600 minutes. (600 minutes = \$30.00). This is done within the TRULINCS System.

*A print station is located in the Education Department and Recreation Department for inmates to print e-mails and Electronic Law Library (ELL) items, as well as, mailing labels. The cost to print e-mails and/or ELL items is \$.15 per page, if two pages are printed, it will print front and back for a cost of \$.30 cents.

*If refunds are needed for miss-prints, it will be reimbursed in the form of a reprint only.

*If an inmate is placed on TRULINCS restriction for more than thirty days, he may request, in writing, the balance be returned to his commissary account. This will be a one-time transaction for the entire balance.

*The time of operation WILL NOT interfere with the institution schedules, programs, work assignments or counts. When institution counts are conducted, all inmates will terminate their TRULINCS sessions immediately.

*TRULINCS sessions will be limited to 15-minute intervals and will not be permitted access for 35-minutes in-between sessions.

*Each inmate is responsible for the contents of the e-mails sent.

*TRULINCS privileges may be suspended if the inmate commits a prohibited act.

*All TRULINCS sessions will be monitored, therefore, you must consent to have all incoming and outgoing messages monitored, read, and retained by Bureau Staff.

*The use of another inmate's Register Number, PAC and PIN Number are prohibited.

*Only one inmate will be permitted at each terminal at one time.

*Do not congregate near the TRULINCS terminals.

*Each inmate has a responsibility for maintaining his own contact list.

*Persons in the community may approve or refuse electronic messages.

*Inmate messages that jeopardize the safety, security, or orderly running of the institution, the protection of the public, depict, describe, or encourage unlawful acts and sexually explicit material will be rejected.

*Messages may not contain attachments or exceed 13,000 characters.

*Inmates will be able to access their incoming, outgoing, draft, deleted and rejected messages for 20 days. Messages 20-days old will automatically be purged by the system.

*All inmates are responsible for their own Telephone Numbers, Mailing addresses and Contact e-mail addresses via the TRULINCS System.

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*All inmates are required to create, print and attach a TRULINCS generated mailing address labels to all outgoing inmate mail or correspondence. If this label is not attached, the mailroom staff will reject the outgoing correspondence and return it to the inmate for proper address label. All inmates are required to create their own Telephone number contacts within the TRULINCS system.

*Inmates who have e-mail contact persons that experience problems communicating with the inmate are encouraged to correspond with www.corlinks.com.

*All correspondence or text sent from the inmate will be done or sent in plain black and white and in the English language, block-lettering type.

TRULINCS (SHU)

*Inmates housed in Special Housing Unit (SHU) will not be allowed on Public Messaging.

*Inmates housed in SHU who wish to print items from the Electronic Law Library must mark or flag items to print and submit a complete Request to Print form along with a completed Inmate Request for Withdrawal form to his respective Unit Team who will submit those items to the Trust Fund Staff for processing. Once processed, the printed items will be forwarded to the inmate through the standard inmate mail routing process established by the institution.

*You may check on the balance of an account by utilizing the computerized TRUFONE System.

SPENDING LIMITATION

You are permitted to spend a maximum dollar amount, of \$320.00 a month, however you may spend up \$160.00 a week for regular purchases. Once a month your account is "validated." The spending period begins with the validation. Validation dates will be posted.

The maximum number of stamps you are allowed to purchase per week is 20 first class stamps (one book). You may not have more than 60 first class stamps in your possession at any time.

You are required to stamp and deposit your Commissary Slip the day prior to your scheduled shopping day. Stamping machines are located inside Food Service.

DEPOSITS TO ACCOUNTS

Deposits to Commissary Accounts from outside sources may be made only through the Bureau Wide Collections Program (National Lockbox) or the Western Union Quick Collect Send Form. Some negotiable instruments may require a hold if they are deemed a financial risk. Ordinarily, the following items are not held and funds are immediately available to you.

*U.S. postal money orders.

*U.S. Government-issued checks (Federal, State, county, and municipal).

*Privately contracted correctional facility checks.

*Postal money orders issued by Anguilla, Antigua, and Barbuda, Bahamas, Barbados, Belize, *British, Virgin Islands, Coronado, Dominica, Grenades, Montserrat, St. Christopher, Nevis, St. Lucas, St. Vicent and the Grenadines.

*Canadian postal money orders payable in U.S. dollars.

Checks or money orders must be made out in the inmate's name and the inmate's registration number should be included. NO personal checks will be accepted. All non-domestic or foreign checks will be held 30 to 60 days at the Lockbox's discretion before being posted. All non-government checks and non-postal money orders will be held 15 days before being posted. All funds to be deposited via the Lockbox must be mailed to the following address:

Federal Bureau of Prisons Inmate's Name: _____ Inmate's Reg. No. _____ Post Office Box 474701 Des Moines, Iowa 50947-0001
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Individuals wishing to deposit funds to an inmate's Commissary Account via **Western Union Quick Collect Send Form** may contact Western Union to find an agent at 1-800-325-0000, use the website www.westernunion.com, or use a **credit/debit card at 1-800-634-3422**. The sender will need the following information: **1. Inmate's Name, 2. Inmate's Register Number, 3. City Code: (FBOP), 4. State Code: (DC)**

Funds deposited via Western Union Quick Collect will be posted to the inmate's account within two to four hours when the funds are sent between the hours of 7:00 a.m. and 9:00 p.m. (EST) seven days a week including holidays. Funds received after 9:00 p.m. (EST) will be posted by 9:00 a.m. the following day.

COMMISSARY FUND WITHDRAWALS

A standard form is provided in TRULINCS for the Withdrawal of Inmate Funds From Commissary Accounts (BP-199). You may send funds to approved members on your list by utilizing the TRULINCS send funds system. The care of cashier box is available to the inmates but unchecked for the following withdrawal types that require enclosure to accompany the payment:

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Books Government Document required Outside savings release funds Release funds Subscriptions Tuitions
--

Once you have printed the withdrawal form, you must turn it in to your respective Unit Team member for review and processing by Trust Fund staff. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$500.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

SECURITY PROCEDURES

As a result of recent events at FCC Pollock, wherein staff and inmates have suffered injuries as a result of combination locks being used as weapons, procedures will be modified to assist in providing a safer environment. Effective immediately, all inmates housed at FCC Pollock are prohibited from carrying a combination lock on their person except for: The initial purchase of the combination lock from the Commissary, with the receipt on their person while traveling directly from the Commissary to the assigned cell; or The return of a defective/non-working lock to the Commissary for an exchange/new purchase and the inmate's immediate return, with the new lock, to the assigned cell, with the receipt. Before leaving the assigned cell with any combination lock, the inmate is required to notify the Unit Officer of the need to have the lock in his possession while outside of the cell and en route to the Commissary. The inmate is not permitted to leave the assigned cell with the lock until the doors are open for the move. Any inmate in violation of the procedures listed above, are subject to receive an incident report for Code 104, Possession of a Weapon. Combination locks are sold in the Commissary for use in securing inmate lockers and will only be used for that purpose. Each inmate in possession of more than one lock may be issued an incident report for Possession of Contraband and/or Possession of a Weapon. Further, any combination lock found attached to any item, other than the locker handle, will be viewed as a weapon and an incident report will be issued. The Unit Officer will notify appropriate staff when an inmate exits the unit en route to the Commissary with a combination lock. Commissary staff will also notify staff when the inmate exits the Commissary with a combination lock, en route to their housing unit.

EMERGENCY SITUATIONS

In an emergency where Staff are responding across the compound, all inmates will move out of the responding Staff's way. Failure to comply with this procedure may lead Staff to believe you are involved with the situation at hand or are attempting to keep staff from responding. Failure to comply with these instructions will lead to disciplinary action. Inmates are to clear walkways on the compound and not to block the avenues of response. Refusal to comply with these instructions will lead to disciplinary actions. Inmates may return to normal operation status when the emergency has been cleared by staff and are instructed to resume with normal activities.

COUNTS

- It is necessary for staff to count inmates on a regular basis. Prior to count, staff will secure inmates in cells so that the count will start on time.
- During a count, inmates are expected to stay quietly in their cells until the count is announced as clear. At FCI-POLLOCK, you are expected to be standing at bedside daily during the 4:00 p.m. stand-up count, 9:30 p.m. stand-up count, and during the 10:00 a.m. weekend stand-up official count.
- Official counts will ordinarily be taken at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:10 p.m., and 9:30 p.m. each day, and an additional count at 10:00 a.m. on weekends and Federal Holidays. Other counts occur when deemed necessary.
- Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.
- At various times staff will conduct picture "bed book" counts. Each inmate is required to have the light on in the cell. When staff approaches the cell door, each inmate will state their name and register number to the counting staff members.

LOCKDOWN

Lock down (the locking of all cell doors) in housing units is at 9:10 p.m. every day, followed by the 9:30 p.m. stand-up secure count.

CALL-OUTS

Call-outs are a scheduling system for all appointments (which include hospital, dental, educational, team meetings, and other activities) which are posted each day in the unit after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis. ALL SCHEDULED APPOINTMENTS ARE TO BE KEPT.

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MOVEMENT PROCEDURE SCHEDULES

A procedure called activity movement will regulate all movements throughout the Institution. The purpose of controlled movement is to ensure that the movement of inmates is conducted in an orderly manner. The beginning and end of each move will be announced by the Control Center. The following is an updated movement procedure schedule:

12:10 a.m. Official count time.
3:00 a.m. Official count time.
4:30 a.m. Escorted movement of Food Service workers on out count.
5:00 a.m. Official count time.
6:00 a.m. Mainline opened upon direction from the activities Lieutenant. The dining hall opens for breakfast meal. UNICOR and Facilities called first to mainline.
6:30 a.m. Pill line/sick call opens.
7:00 a.m. Dining hall/pill line/sick call closed.
7:15 a.m. UNICOR and Facilities work call.
7:45 a.m. General work call and programs move.
8:30 a.m. Open 10-minute move. Begin morning commissary sales. Trash call.
8:40 a.m. Trash call will be conducted following the completion of the open move.
9:30 a.m. Open 10-minute movement. Recall of all inmates for 10:00 a.m. count on weekends and holidays.
10:00 a.m. OFFICIAL COUNT (Weekends/Holidays). Yard recall inmates in preparation of the noon meal.
10:15 a.m. Mainline opens. UNICOR and Facilities will report to mainline proceeded with the housing units. Units will report to mainline by rotation using the weekly sanitation inspection scores.
10:45 a.m. Work call for UNICOR and Facilities announced. UNICOR and Facilities work call will be no later than 45 minutes following the opening of mainline.
11:55 a.m. Mainline closed (time approximate). General work call and programs move.
12:30 p.m. 10-minute movement. 10 minute open move and trash call.
1:30 p.m. Open 10-minute movement.
1:40 p.m. Trash call will be conducted following completion of movement.
2:30 p.m. Open 10-minute movement.
3:15 p.m. UNICOR and Facilities recall.
3:30 p.m. Institutional recall in preparation for count.
4:10 p.m. Official count time.
4:35 p.m. Upon completion of the 4:10 p.m. count) Open 10-minute Recreation move announced. Begin evening commissary sales.
4:45 p.m. Dining hall opens for evening meal. Units will report to Mainline by rotation using the weekly sanitation inspection scores.
5:55 p.m. Following completion of Mainline, a 10-minute move will be announced.
6:30 p.m. Open 10-minute movement.
7:30 p.m. Pill line. Open 10-minute movement.
8:30 p.m. Institutional recall announced, inmates return to assigned areas.
9:30 p.m. Official stand up count.

MAINLINE PROCEDURES

Mainline meal rotations will be conducted by unit, with rotation based on sanitation scores for each of the four pods, for one total score.

During the noon meal, UNICOR and facilities will be called to mainline first. Once they are in the dining hall, the first unit will be called.

Approximately 30 minutes later there will be a UNICOR and Facilities work call for those inmates to return to their duty areas.

Prior to the evening meal and after a clear institution count, a five-minute one-way move to indoor programs areas will be conducted. This includes Education, indoor Recreation, and the law library. Inmates reporting to these areas are choosing not to eat the evening meal. Inmates will not be released from the indoor programs areas.

WORK AND PROGRAM MOVEMENT

UNICOR and Education morning programming will be conducted first. All inmates coming out of the unit during this move must be in full khaki jumpsuit uniform. This movement includes Education classes, law library, leisure library, Education workers, Psychology, and Chapel orderlies. Inmates will have five minutes to depart the units; unit doors will then be secured.

General work call will be conducted next. This is a one-way move out of the units. Inmates must be in full work institutional uniform. Inmates will have five-minutes to depart the units, unit doors will be secured.

During the normal workweek, a one-way move to indoor recreation will then be conducted and outdoor recreation move is called. Inmates will have five minutes to depart the units; unit doors will then be secured.

Prior to allowing an inmate to enter the housing unit, Staff will require the inmate to produce their photo identification prior to allowing entrance into the area. The verification of photo identification will allow staff to ensure inmates are not attempting to enter a unit in which they do not live.

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WEEKEND AND HOLIDAY MOVEMENTS

Once the 10:00 a.m. count has cleared a one-way move to all programs areas and indoor Recreation will occur. Inmates will have five minutes to depart the units; unit doors will then be secured. Once all inmates have been received, the programs doors will be secured. Inmates choosing to go to the programs areas and indoor Recreation are choosing not to attend mainline.

*Changes to the movement schedules are posted to the TRULINCS system

OUT OF BOUNDS

Area(s) marked "OUT OF BOUNDS" or "STAFF ONLY" are unauthorized areas for all inmates without staff escort. Areas marked with red lines painted on the sidewalks are out of bound areas unless escorted by staff. Inmates caught in an unauthorized area are subject to disciplinary action.

CONTRABAND

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff members are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate.

The unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, unauthorized MP3 players (those not sold in Commissary) chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate disciplinary system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool.

You may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules, and the cost of the damage will be levied against the violator.

Pursuant to the Court Security Improvement Act of 2007, all inmates are prohibited from obtaining, possessing, or creating UCC financial statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, cellular number, social security number, personal email, or home fax number of any "Covered Person" or their immediate family members. If you are found to be in possession of these types of documents or information without authorization, the items are to be confiscated. You will be subject to disciplinary action, and a case may be referred for possible federal criminal prosecution. You may use the administrative remedy process to challenge the confiscation or rejection of such materials.

SEARCHES

Any staff member may search you or your living area to retrieve contraband or to prevent the introduction of contraband at any time. When staff are searching a living area, the inmate is required to leave that area. The property and living area will be left in the same general condition as found as much as possible. You are also subject to personal searches when staff determines it is appropriate.

DRUG SURVEILLANCE

The Bureau operates a Drug and Alcohol Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to an incident report. Specially trained dogs may also be used for periodic inspections.

ALCOHOL DETECTION

Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

FIRE PREVENTION AND CONTROL

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, and item hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

MAXIMUM CUSTODY LIMITATIONS

Inmates with "MAX" custody status may be limited to, or restricted from certain jobs assignments or from certain areas for security purposes.

SPECIAL HOUSING UNIT (SHU)

There are two types of status in SHU. They are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulation, is pending investigation or trial for a criminal act, is pending transfer for protection, or is finishing confinement in Disciplinary Segregation. Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with a blanket, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Disciplinary Segregation inmates will be separated from Administrative Detention inmates.

SAFETY & SANITATION REGULATIONS

*All beds will be made by 7:30 a.m. This will consist of the bed being made up with all bedding material issued to the inmate, with the blanket on top. If an inmate desires to sleep after 7:30 a.m., he may do so on top of his made bed. These regulations are in effect Monday through Friday, except for federal holidays. Inmates will be fully dressed by 7:30 a.m. daily on weekdays. Inmates will not be allowed out of their cells without being in the proper issued clothing. All cells with only one inmate housed in them will have the unused mattress remaining on the empty bed. The pillow will also remain on the unused bed. Inmates are not permitted to place the unused mattress on the floor or cover the window.

*Nothing is permitted to be hung on the walls. NO homemade clothes lines are permitted and no items will be allowed to be placed over the lights in the cells. Repeated violations for clotheslines, extreme unsanitary conditions, and linen or paper covering lights in the cell will result in the cell being placed on restriction for these items. Paper sheets, pillowcases, and gowns may be issued to violators to ensure sanitation levels are maintained at high standards.

*"Lights On" will be at 6:00 a.m. Sunday through Saturday. All inmates will be responsible for their cells. The lights will remain on until 10:00 p.m. each day.

*Sanitation supplies for the maintenance of the living areas will be made available by the Correctional Officer. No personal cleaning supplies will be maintained by inmates. Inmates will be given the opportunity to clean their cell each week upon request of the Officer responsible for the range. This will include the use of a broom, mop, cleanser, dustpan, and sponge. These items will be used to ensure a high level of sanitation. All trash will be disposed from the cell during this time. At no time are inmates to throw any trash out onto the range corridor. No clothing or line is to be hung from any part of the bed.

*Linen, (sheets and pillowcases will be exchanged once each week), (towels & washcloths will be exchanged on Mondays and Thursdays). Clothing, (underwear, T-shirts, socks) will be exchanged twice per week on Mondays and Thursday. Blankets will be exchanged once per month. All items will be on a one for one exchange. On the day of your release, all bed linens, towels, and washcloths must be given to the SHU officer to be returned to the SHU laundry room. You will ensure that your cell is clean for the next person to use. Under NO circumstances will clothing be altered from its original condition.

*Segregated inmates shall have the opportunity to maintain a high level of personal hygiene. Special Housing Unit staff shall provide inmates with toilet tissue (two rolls per week, issued on Wednesdays, toothbrushes, toothpaste, and shampoo, (Issued weekly on Fridays). Re-supply of these items will be furnished on an as needed basis. Segregated inmates will also have the opportunity to receive a haircut every thirty days on Saturdays only. You must submit a cop-out to the Officer in Charge (SHU OIC) asking to be placed on the haircut list.

*Random cell searches will be conducted daily. There are to be no items displayed on the cell walls or doors. No writing, drawing, or graffiti of any kind will be permitted on cell walls or door. Disciplinary action could result for non-compliance to these rules or for any contraband found in your assigned cell.

*Each cell in the SHU is equipped with a duress button. This button is to be utilized for emergency purposes only. This button is not to be used as a call button for summoning staff. Disciplinary action will be taken if this button is misused.

*Destruction, alteration, or theft of government property will result in an incident report, and if found guilty, the individual will be required to pay for the damaged property at full replacement value.

*The Laundry will exchange/replace worn or lost clothing on as needed basis at staff's discretion. FCI-Pollock will issue and re-issue serviceable used clothing.

COMMISSARY (SHU)

Inmates assigned to the SHU are given the opportunity to purchase items from the Commissary. Staff will pass out Commissary Forms on Monday of each week the commissary is operating. Inmates wishing to purchase commissary items need to fill out the commissary form and turn it in by the end of the evening shift. These forms are forwarded to the SHU Lieutenant for approval and forwarded to the Commissary. The approved items will normally be brought back to the SHU no later than Friday the same week. No substitutions to the listed items will be permitted.

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LAW LIBRARY (SHU)

All inmates assigned to the SHU have access to the law library. Inmates must submit a cop-out to the SHU Officer asking to be placed on the law library list. Inmates will be randomly visually searched prior to and after use of the law library. Carbon paper will be issued upon request and must be returned at the completion of the law library use. No items are to be removed from the law library. Disciplinary action could result for removing items from the law library.

ELECTRONIC LAW LIBRARY (ELL) (SHU)

The Electronic Law Library (ELL) is available for inmates assigned to Special Housing Units (SHU) and subject to the following procedures and restrictions: To obtain an ELL Account you must turn in an Inmate Request to Staff (cop-out) to the Education Department Staff (only) and request the Rules of Behavior for Inmate Access to the Electronic Law Library (ELL) form. Upon completion of this form, SHU inmates must turn in the signed and dated form to Education Staff during the weekly SHU rounds. Upon receipt of the Rules of Behavior form, an account will be created within 1 to 2 business days. A basic set of instructions on how to operate the (ELL) will be provided and posted in the SHU law library for review.

RECREATION (SHU)

Each segregated inmate will be permitted 1 hour of exercise per day- Sunday, Monday, Tuesday, Thursday, and Friday. Exercise will be provided in one hour periods. Beds must be made and cells cleaned prior to recreation. The Warden or their designee may cancel recreation due to institutional needs, weather permitting, or as deemed appropriate.

MEALS (SHU)

Inmates assigned to the SHU will be provided with nutritionally adequate meals. The meals will ordinarily be from the menu of the day for the institution. Inmates, which throw food trays out of the cells onto the range or at staff, will be placed on sack meals for duration of at least 7 days.

PROPERTY (SHU)

Inmates housed in the SHU will have the opportunity to review their personal property with the SHU Property Officer. No property that was brought into the SHU will be issued to the inmate unless approved by the SHU Lieutenant or is legal material.

UNIT TEAM (SHU)

At FCI-POLLOCK, a unit staff member will be available each week. Unit Managers will be available to see the inmates weekly to answer questions on your status or caseload.

COUNTS (SHU)

It is necessary for staff to count inmates on a regular basis. At FCI-POLLOCK, you are expected to be standing at bedside daily during the 4:00 p.m. count, 9:30 p.m. count, and during the 10:00 a.m. weekend official count. Official counts will ordinarily be taken at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m., and 9:30 p.m. each day, and an additional count at 10:00 a.m. on weekends and federal holidays. Other counts occur when deemed necessary.

CONTRABAND (SHU)

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through commissary. All staff members are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized.

SEARCHES (SHU)

Any staff member may search you or your living area to retrieve contraband.

CELL ROTATIONS (SHU)

All inmates assigned to the Special Housing Unit, without exception, will have cell rotations conducted at least every twenty-one (21) days, as mandated by P.S. 5500.07.

READING MATERIAL (SHU)

Legal materials and books issued from the SHU book cart will be allowed in the cells. No magazines or newspapers will be allowed. All magazines and newspapers mailed into an inmate will be placed in the inmate's property.

HEALTH SERVICES (SHU)

If you have a medical or dental problem, you should submit an Inmate Request (cop-out) to the medical representative while daily rounds are being made.

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TELEPHONES (SHU)

All administrative detention and disciplinary segregation inmates are allowed 15 minutes of telephone call every thirty days. Inmates assigned to the SHU must submit a cop-out to the SHU Officer asking to be placed on the telephone list. For additional telephone calls, you must submit a cop-out to your unit team to approve and administer the additional call.

PROGRAMS AND SERVICES

JOB ASSIGNMENTS

All inmates are expected to maintain a regular job assignment. Job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries (FPI) has a separate pay scale. The Correctional Counselor will approve job changes and see that the changes are posted on the daily change sheet. FCI-POLLOCK also has a significant number of inmate jobs in UNICOR.

UNICOR

FPI UNICOR employs and trains inmates through the operation of and earnings from factories producing high-quality products and services for the federal government. UNICOR, Federal Prison Industries at FCI-POLLOCK, manufactures textile products for the military. The rate of pay is either hourly or piece rate depending on the position you hold in the factory. There are four waiting lists in which UNICOR hires from. The "Priority," "FRP" (Financial Responsibility Program), Pre-Release List within two (2) years of release and "Regular" Waiting List. You will receive your initial classification by your Unit Team and will be asked if you wish to fill out an application to be placed on the UNICOR Regular List or the UNICOR FRP List. If you indicate yes, you will be placed on the UNICOR Regular List or the UNICOR FRP List; this is for prior status inmates also. You will be placed on the list based when Unit Team signs and dates your application. Inmates requesting to have their prior status checked after being placed on one of the two lists must submit a cop-out to a UNICOR staff member at mainline. Once your status has been verified, UNICOR will place you on the UNICOR Prior List with the date you were placed on the UNICOR Waiting List. You will be required to sign acceptance of UNICOR Performance and Rules upon placement in UNICOR. UNICOR inmates must report to work as specified in the Dress Code Section. **If you have any questions about UNICOR or wish to know where your name appears on the list, please see UNICOR staff during the noon meal Monday through Friday during the noon meal.

FOOD SERVICE

MEAL SCHEDULE - MONDAY THROUGH FRIDAY

(Time Approximately)

Breakfast - 6:00 a.m.

Lunch - 10:15 a.m.

Dinner - Upon Completion of 4:10 p.m. Count

WEEKENDS SCHEDULE

(Time Approximately)

Coffee Hour - 6:00 a.m.

Brunch - Upon completion of 10:00 a.m. Count

Dinner - Upon Completion of 4:10 p.m. Count

- Schedule service hour may change based on institutional needs or unusual circumstances.
- No items will be permitted in or out of Food Service.
- Inmates are not permitted to possess books, legal work, laundry bags, radios, cups, bottles, or other personal property in Food Service

MEAL TIME PROCEDURES

All inmates are required to take a place at the end of the existing line and to remain in that position throughout the serving process. Each inmate is authorized to pass through the mainline only one time during each meal. Each inmate must be in possession of their own I.D. Card, any inmate in possession of another inmate's I.D. Card will be processed through the disciplinary system. Inmates who are found going through the line a second time will receive an Incident Report for "Possession of Anything Not Authorized" and will be charged for the value of the meal. Inmates are entitled to have as much as they want from the salad and hot bars, but are encouraged to eat what they take. Excessive amounts of waste have a very negative impact on the Food Service budget. Meal tickets will be used to control portions on all major holidays and for all other special occasion meals. Inmates are responsible for clearing all items from their table and taking them to the dish room window. Inmates not assigned to Food Service are prohibited from entering the dish room at any time. All inmates must conduct themselves properly while in the dining room. Tables may not be moved or adjoined to another table. A clear path must be maintained between tables in both directions. When items are accidentally spilled, please locate and notify a member of the Food Service Staff.

MAINLINE DRESS CODE

Monday through Friday Breakfast and Lunch meals:

- Institution issued khaki jumpsuit clothing.
- ID card worn around the neck and visible on the outside of clothing.
- No headwear or sun glasses, unless approved by the appropriate department (Religious Services, Health Services).

Evening meals, weekends, and holidays:

- Sweat pants or shorts.
- ID card worn around the neck and visible on the outside of clothing.

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- Shirts tucked into the shorts/sweat pants.
- No headwear (except approved religious headwear).
- No sunglasses, sandals, shower shoes, or bus shoes.

DIET CONCERNS

Food Service offers several diet options at each meal. A no-flesh alternative will be offered at all meals that have flesh featured as the entrée. Heart Healthy alternatives will be available for those inmates who prefer a less fatty diet. All special allergy diets must be requested and approved by Health Services. A Religious Diet is available for those inmates whose needs cannot be met through mainline self-selection. Inmates who wish to participate in the Religious Diet program must apply through Religious Services Staff. Religious Services Staff will conduct an integrity interview and approve or disapprove participation in the program. Participants of the Religious Diet Program are prohibited from eating anything from the mainline service and the hot bar. They are also prohibited from giving away any items from their diet tray. All violations will be forwarded to Religious Services with a recommendation to be removed from the program.

ENVIRONMENTAL & SAFETY COMPLIANCE DEPARTMENT

SAFETY AND HEALTH

Despite a well-managed and progressive safety and health program, it is not possible to prevent every accident and injury sustained by an inmate worker. In the event you should sustain a work related injury, it is in your best interest to notify your immediate supervisor at the time. Failure to notify of an injury within a maximum of 48 hours may result in forfeiture of lost time and/or inmate accident compensation. You will receive an Inmate Accident Compensation Procedures pamphlet that outlines procedures to follow if an accident occurs.

PERSONAL PROTECTIVE EQUIPMENT

To protect against physical injury and/or health hazards, you are required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner. Your immediate detail supervisor provides this equipment. Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operations.

LOCK OUT/TAG OUT PROGRAM

Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion or if the machine is not "locked out." When major repairs are needed to a piece of machinery, staff will "lock out and tag" out the machine to ensure the equipment is not activated while it is being worked on. Only the staff member who locks out the machine is authorized to unlock the machine. Exceptions may be allowed to remove the lock out for repairs if the machine is down for a long period, and the staff member is not on duty.

VEHICLE OPERATION

If you are permitted to drive a vehicle, you must obey all driving rules. Do not ride on tractors, forklifts, or any tow vehicles. A certified forklift instructor must train all inmates operating forklifts. No inmate is authorized to operate any vehicle without an inmate license.

HAZARDOUS COMMUNICATION

Your supervisor will instruct you on the chemicals you work with and the hazards associated with them. All chemicals must be properly labeled and must be in the original container. The contents of all chemicals you will use are listed on Material Safety Data Sheets (MSDS). The MSDS for your area are stored in a binder and are readily accessible. The MSDS provide the chemical names, the manufacturer information, any hazardous ingredients, health hazard data, physical data, fire and explosive data, reactivity data, spill or leak procedures, personal protection information, special precautions, and disposal procedures. You will be trained on the proper handling, use, and storage of these chemicals.

RECYCLING

An effective recycling program at FCI-POLLOCK is in place to meet the objective defined through Executive Orders. There are designated containers and locations for recycled materials throughout the institution. They have been established to accomplish that requirement.

FIRE PROTECTION AND PREVENTION

Fire protection/prevention equipment is established throughout the facility. This includes but is not limited to fire extinguishers, sprinkler heads, smoke detectors, etc. These have been established and are maintained for the protection of the persons and the physical structure of this facility. Tampering with this equipment is not permitted. Fire drills are done on a quarterly basis during day watch, evening watch, and morning watch. Follow the direction of the staff member(s) conducting the drill until the area is returned to normal operation. The entire inmate population is prohibited from using or possessing tobacco products.

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SANITATION

Maintaining a sanitary working and living environment is expected by all for the areas of the institution. Sanitation supplies will be issued from the Environmental and Safety Compliance Department (ESCD) to the respective departments and the schedule(s) established through the ESCDD. In order to comply with fire prevention practices, storage of excess newspaper, magazines, and cardboard are not authorized.

SAFETY CONCERNS

If you have any safety related concerns, report them to your supervisor. If you feel the concerns have not been corrected, you have the responsibility to report your concerns to the ESCD.

ENVIRONMENTAL MANAGEMENT SYSTEM

This institution plan creates an Environmental Management System (EMS) that follows the International Organization for Standardization (ISO) 14001 EMS Standard.

The expected results of this program are: The institution's environmental management will be improved by formally identifying environmental responsibilities and duties and establishing an Environmental Management System based on ISO 14001 at Bureau institutions. Staff will receive training and education in identifying, developing, initiating, and maintaining environmental training programs.

EDUCATION DEPARTMENT

PROGRAMS

The primary goal of the Education Department at FCI-POLLOCK is to provide programs emphasizing the needs of each inmate. Education, vocational training, recreational and leisure activities in a correctional setting are designed to provide individuals the opportunity to develop skills that will aid them in returning to the community as responsible and productive citizens. In an effort to design the education programs to the needs and interests of the inmates, annual surveys are taken requesting input and suggestions for educational, vocational, recreational, leisure time activities, and library programs.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

The literacy standard for the Bureau of Prisons is the high school diploma or GED equivalency. Program Statement 5350.28, Literacy Program (GED Standard), dated December 1, 2003, requires that an inmate without a documented high school diploma or equivalency, participate in the GED Program for a minimum of 240 hours (excluding sick time, furloughs, and other excused absences from scheduled classes) or until completion of the GED, whichever comes first. After 240 hours, participation is voluntary. However, inmates will not be eligible for a promotion above pay grade 4 unless they have obtained a GED or provided documentation of a high school diploma. Education requirements of inmates with diagnosed special learning needs will be addressed in appropriate classes and provided with remedial instruction. When these students achieve their maximum learning potential, they will be presented with a **\$10.00 achievement award**. Additionally, the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that any inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, who does not have a high school credential, must participate and make progress toward attainment of a General Education Development (GED) certificate in order to vest earned Good Conduct Time. The Prison Litigation Reform Act (PLRA) provides that in determining Good Conduct Time awards the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential. Inmates with deportation detainers who were sentenced under either act must participate and make satisfactory progress in order to vest Good Conduct Time (VCCLEA) or be eligible to earn the maximum amount of Good Conduct Time (PLRA). Although sentenced deportable aliens are exempt from attending the literacy program for the mandated 240 instructional hours, they are still subject to the satisfactory progress literacy provision of the VCCLEA or the PLRA. To vest their earned Good Conduct Time (GCT) or be eligible for the maximum amount of GCT, deportable aliens without a verified high school diploma or a GED who are sentenced under the VCCLEA or the PLRA must meet the satisfactory progress. These inmates are still subject to the satisfactory progress requirement of the VCCLEA/PLRA.

ENGLISH AS A SECOND LANGUAGE (ESL)

Program Statement 5350.24, ESL, dated July 24, 1997, requires all inmates who have limited English proficiency skills to complete one period of ESL Program participation during his confinement. The mandatory period ends when the inmate has achieved the eighth – grade level as measured by score of 225 on the ESL CASAS reading certification test and a score of 215 on the CASAS listening comprehension test on forms B or C. The Education Department will recognize students for outstanding classroom participation and performance. These inmates will receive a certificate and an incentive award.

INCENTIVE AWARD

Each student who successfully completes the General Educational Development Test or CASAS certification test will receive a **\$25.00 achievement award** and will be recognized during the Education Department's graduation ceremony.

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VOCATIONAL TRAINING

Vocational training programs are provided for inmates who want to acquire marketable skills in a variety of areas. Upon completion, the inmate will be prepared for an entry-level position in the field of study and have a general knowledge of his career options. Current vocational training programs include Culinary Arts, Small Engine Repair, and Building Trades. To enroll in a vocational training program, an inmate must submit an Inmate Request to Staff form requesting enrollment in a specific course. Each student who completes a vocational training course will receive a **\$15.00 incentive award**.

ADULT CONTINUING EDUCATION (ACE)

Students interested in refresher skills or continuing education may sign up for various courses that are offered on a rotating basis throughout the year. Schedules of planned courses are posted on the education bulletin board for your review. Examples of ACE courses are Conversational Spanish, Prison to Paycheck, National Geographic Classics, and United States and World History. Informational flyers will be posted providing information on the classes and when cop-outs will be accepted for these programs. Inmate Request to Staff forms will not be accepted as an official request for enrollment. ACE classes are limited in enrollment capacity and those inmates who officially sign up first will be given enrollment priority.

PARENTING PROGRAM

The parenting program is designed to help the inmate develop positive relationships and family values. Mutual support and nurturing will be promoted and reinforced among inmates and their families. Discipline, physical and sexual abuse, nutrition, self-esteem, child development, and social services resources will be provided and discussed. Opportunities will be given for structured parenting visitation activities as well as guest speakers. To enroll in Parenting Programs, an inmate must submit an Inmate Request to Staff form requesting enrollment.

APPRENTICESHIP PROGRAMS

Apprenticeship training provides the inmate the opportunity to participating in training which prepares him for employment in various trades. Inmates who successfully complete apprenticeship training will receive a journeyman's certificate from the U.S. Department of Labor, Bureau of Apprenticeship, and Training. To enroll in an apprenticeship program, an inmate must submit an Inmate Request to Staff form requesting enrollment.

POST-SECONDARY EDUCATION

Correspondence courses are structured to provide the inmate the opportunity to receive college credit while incarcerated. The Post-Secondary Education Coordinator must approve all correspondence courses. Inmates who are currently enrolled in a correspondence course and who transfer from another institution must seek re-approval from FCI-POLLOCK education staff. In addition, staff will receive and review all incoming correspondence course materials before distributing them to the inmate.

LEISURE AND LAW LIBRARIES

The leisure and law libraries offer a variety of services. Books, magazines, and newspapers will be available for inmates use. An Interlibrary Loan Program will be available for inmate use. The law library offers legal material as mandated by Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999.

ELECTRONIC LAW LIBRARY (ELL)

The Education Department has an Electronic Law Library System. In order to access the law library you must have an active account. In order to gain access you must do the following:

- Submit a cop-out to the Assistant Supervisor of Education, requesting an Electronic Law Library Account.
- You will be placed on call-out once your account has been created.
- You will read & sign the Rules of Behavior for the Inmate Access to the ELL and be given your account password.
- All new accounts will be created at a suitable time by the Education staff.

EDUCATION HOURS OF OPERATION

Class schedules and hours of operation for the leisure and law libraries will operate in conjunction with Movement Schedules.

DRESS CODE

Inmates must wear the designated institution uniform while in the Education Department from 7:30 a.m. (work call/class schedule) to 4:00 p.m. (recall). During the evening (after 4:00 p.m. stand-up count), and on weekends, inmates (excluding students and workers) may wear casual attire in the Education Department. Casual attire, sweat pants, shorts, and sleeved shirts must be tucked-in at all times. Students and workers assigned to the Education Department must wear the institutional khaki jumpsuit, all buttons fastened, and while in class and/or on duty during all hours of operation. No hats (unless approved religious head wear) or sunglasses are to be worn while in the Education Department. Headphones are not allowed in any classroom. There are "no exceptions."

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RECREATION DEPARTMENT

HOURS OF OPERATION

The Recreation Department's hours of operation will operate in conjunction with Movement Schedules.

HOBBY CRAFT

All hobby craft ceramics, and art material and projects will be stored in a hobby craft locker. All projects kept in the hobby shop locker may be removed if they pose a safety, sanitation, or security hazard. Disposal of completed hobby craftwork must be arranged immediately after completion. Disposal will be by mailing the projects(s) to any individual approved to visit the inmate. The hobby craft supervisor will approve all such mailings. When a waiting list exists for inmates to participate in hobby crafts, inmates presently in hobby crafts may be limited to 180 days participation. After 180 days, each inmate may be rotated out of hobby craft and placed on the bottom of the waiting list. During such waiting periods, hobby craft will provide secure storage space for inmate hobby craft materials. Hobby crafts may not be sold to another inmate. The Recreation Department will provide various league plays, wellness programs such as health and fitness classes and cardiovascular conditioning, music programs, leather craft and art. Inmates interested in participating in classes or programs must submit a cop-out to a staff member in the recreation department. Boots are not allowed in the Recreation department at any time. Indigent inmates that do not have soft sole shoes should get with their Correctional Counselor to obtain a pair of soft sole shoes. Soft sole shoes provided by the Correctional Counselor are to be worn to Recreation only, i.e. not to be worn to Education or the Dining Hall.

PSYCHOLOGY SERVICES

INTAKE SCREENING

An inmate's initial contact with a Psychologist will ordinarily come within 14 days of arrival and will take the form of a routine intake screening if this is the first designated facility. An inmate will be asked to participate in an interview and information from his PSI will be used to complete a short Intake Screening Report that will be included in the inmate's Central File and used for planning purposes at FCI-Pollock.

INDIVIDUAL PSYCHOTHERAPY

A Psychologist will be available for brief individual Psychotherapy on an as needed basis. Inmates may request an appointment via cop-out to the Psychologist. An appointment will be scheduled on the call-out sheet on a timely basis, generally within 14 workdays.

GROUP PSYCHOTHERAPY AND PERSONAL DEVELOPMENT GROUPS

Each Psychologist will be conducting various groups for the inmates. The kinds of groups will depend upon the inmates' needs and interests. Announcements for these groups will generally be made at meetings and/or on unit bulletin boards.

CRISIS INTERVENTION

Psychologists are available for discussion of any personal problems. If an inmate has a serious problem of an emergency nature that limits his ability to cope with day-to-day activities, the Psychologist will see him as soon as possible, usually the same day. Inquire via the Detail Supervisor, Unit Officer or a Unit Staff member to notify the Psychologist as soon as possible. Non-emergencies will be scheduled on the call-out sheet on a timely basis, generally within 14 working days.

DRUG ABUSE PROGRAMMING

Inmates with histories of drug and/or alcohol abuse during the past five years should discuss their interest in and need for drug abuse programming with the Psychologist during intake screening. Individualized programs will be designed to meet each inmate's needs and may consist of one or more of the following: Drug education classes, non-residential substance abuse group counseling or referral to a residential drug abuse program (RDAP).

INMATE SUICIDE PREVENTION PROGRAM

While in jail or prison, it is not uncommon for people to have feelings of depression and hopelessness. This is particularly true if they are newly incarcerated, serving a long sentence, experiencing family problems, experiencing problems getting along with other inmates, or receives bad news. When someone is experiencing these feelings, as well as the pressure of incarceration, it is not unusual for them to consider committing suicide. Although staff are trained to watch for signs of suicidal inmates and notify Psychology Services of any concerns, they do not always see signs that other inmates may see. If you are experiencing any feelings of depression or hopelessness or any of the problems listed above, or you know another inmate that is showing signs of depression, hopelessness, or withdrawal, please alert a staff member IMMEDIATELY. Your quick action may save a life.

Signs of depression include, but are not limited to, sadness, tearfulness, lack of enjoyment in usual activities. Staying away from others or reducing phone calls and/or visits are some of the signs of withdrawal. A person who is giving away his possessions, stating, "there is nothing to live for," seems to be obsessed with their death, or similar words and actions are signs of a person who is experiencing feelings of hopelessness.

RELIGIOUS SERVICES

CHAPLAINS

The FCC has full-time chaplains who conduct worship services according to their faith and are available for counseling. They also coordinate weekly services for other faith groups, which includes community contractors and volunteers. If you have any questions concerning your faith group, please see one of the chaplains during open house hours, which are posted on the Religious Services schedule or during mainline.

MARRIAGES

Any inmate wishing to be married while incarcerated must have the Warden's authorization to do so. The inmate or fiancé will pay all expenses of the marriage. Government funds may not be used for marriage expenses. Chaplains are available to discuss with the inmate and fiancée the issue of marriage while incarcerated. If any inmate requests permission to marry, he must: Have a letter from the intended spouse, which verifies her intention to marry; demonstrate legal eligibility to marry; be mentally competent; and submit a Request to Marry Form to the Unit Staff.

FAMILY EMERGENCIES

Should there be an outside emergency, your family must contact the institution at (318) 765-4400. The person calling should tell the officer that they have an emergency message for inmate (your name and registration number). It is important that the caller provide information to verify the emergency, for example, the name of a funeral home, hospital, or police agency and phone number (s). Unit Team or appropriate staff member will verify information. Only upon verification of the information, the Chaplain, if present, or member of your Unit Team will inform you of the nature of the emergency phone call. When there is a death in your family or a family member is in the hospital, your PSI will be used to define immediate family.

CHAPEL SCHEDULE

Chapel schedules and upcoming special event notices are posted in each housing unit. If your stated religious preference is not presented on the posted chapel schedule and you desire religious group accommodation, please make arrangements to speak with the Chaplain who will explain the process of approval for Chapel time and space.

RELIGIOUS DIET PROGRAM

A Religious Diet Program usually referred to as "Common Fare" is available at FCI-POLLOCK. Inmates who wish to participate must submit an "Inmate Request to Staff Form" to Religious Services requesting the diet. Once the request is made, an interview will be set up. After completion of the interview, the inmate will be notified in writing which component of the Religious Diet Program he has been approved for. If you are interested in this program, please see a Chaplain.

PERSONAL PROPERTY

The institution has policies that govern incoming publications and personal property, including religious property. There are catalogs in the Chapel from which you may purchase approved personal religious items from your Commissary Account through a Special Purchase Order (SPO). SPO orders are done at 2:30 p.m. Saturday afternoons. You must bring your property form showing you do not already have the item you are ordering. The Bureau's policies do not allow anything to be sent in from friends or relatives.

RELIGIOUS HEADWEAR

Religious Headwear has been standardized across the BOP. If you have questions about appropriate headwear see one of the chaplains. Approved headwear is sold in the Commissary.

SPECIAL OBSERVANCES

Many religions have days that are important and considered special or holy to its followers. The BOP recognizes certain holy days and days of "work proscription," i.e., days off from work. To participate in any recognized special religious observance, fast, ceremonial meal, holy day or religious day off (work proscription), you must submit a request in writing to a chaplain 30 days prior to the observance date. Jewish Passover request must be received 90 days in advance due to ordering Passover foods. If approved, you will be placed on the call-out that day to observe the event and/or a religious day off.

CHAPEL LIBRARY

The Chapel has religious books, videos, and literature available for each Religious Faith Group. Most books may be checked out during the faith group's meeting time. See the Chapel schedule for video viewing times.

SPECIAL RELIGIOUS EVENTS

The Chaplains may reschedule or limit any activity that occurs to facilitate special religious events. The schedule is subject to change without prior notice.

CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Warden, the regional office, and the central office to monitor and control the transfer, temporary release, and participation in community activities of inmates who require management considerations.

Classification as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. The Case Manager will notify all inmates who are designated as CIMS cases.

RELEASE PREPARATION PROGRAM

The Release Preparation Program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibility of civilian life. Routinely scheduled information sessions with the United States Probation Office, other interested agencies, and employers are available. The program is divided into six areas and several classes are available year round in each area. To receive credit for the program, successful completion of at least one class in each of the six areas is required.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include special assessments, imposed under 18 USC 3013 court ordered restitution, fines, court costs, judgments in favor of the United States; other debts owed the federal government, and other court-ordered obligations (i.e., child support, alimony, and other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligation, the inmate will be removed from Federal Prison Industries and will not receive any compensation above maintenance pay. Normally, inmates in refusal status will not be permitted in a single cell, Special Purchase Orders, or receive pre-release RRC placement, and other privileges may also be restricted. The institution will provide additional pertinent information regarding specific financial obligations and requirements during the Institution Admission and Orientation Program.

HEALTH SERVICES

Shortly after your arrival to the institution, you will receive a screening examination. You should report any urgent medical problems or prescription medications to the medical staff at that time. Inmates who are newly committed to the BOP will receive a medical and dental examination within 14 days of arrival.

GENERAL INFORMATION

The Health Services staff at FCI-POLLOCK will provide necessary medical and dental services to the inmate population consistent with acceptable community standards. Most medical care is provided through appointments, which will be placed on the institutional Call Out. You must present your ID card each time you report to Health Services.

You must pay a fee for health care services of \$2.00 per health care visit if you:

- a. receive health care services in connection with a health care visit that you requested (except for services described in "549.72) or
- b. are found responsible through the Disciplinary Hearing Process to have injured another inmate, who as a result of the injury, requires a health care visit.

You will be charged a co-pay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency.

You will not be charged a health care service if you are considered indigent and unable to pay the health care service fee. An inmate without funds (indigent inmate) is an inmate who has not had a Trust Fund Account balance of \$6.00 for the past 30 days.

SICK CALL APPOINTMENTS

If you have a medical or dental problem, you should report to sick call triage at the Health Services Unit (HSU) dressed in the institution jumpsuit. A \$2.00 co-pay fee is charged to you when you request health care services, such as Sick Call, or after hours treatment for a condition, which is not an emergency. Needed health care will not be denied due to lack of funds. Co-payment fees are waived when medical staff initiate appointments or services, including follow-up appointments.

Medical/Dental Sick Call Triage Sign-Up Hours (As Units are Called to A.M. Breakfast Mainline)				
Monday	Tuesday	Wednesday(closed)	Thursday	Friday
Beginning at 6:15 a.m.				

ROUTINE MEDICAL/DENTAL TREATMENT

You may send an Inmate Request to Staff (cop-out) to request routine care from your assigned Primary Care Provider or Dentist. Examples include wellness concerns appropriate for age such as blood pressure checks, HIV tests, physicals, dental cleanings, and prostate examinations. You may also request a medical exam within one year of expected day of release.

EMERGENCY MEDICAL TREATMENT

Emergency medical services will be available and provided on a 24-hour, seven days a week basis. In the event of a medical emergency, you are to report directly to the nearest staff member for assistance. Telephone arrangement and/or notification must be made between the institution staff member and a member of the medical staff prior to the individual being seen. The staff member contacting the medical department will furnish information regarding the nature of the impending emergency and will receive instructions on how you should proceed in obtaining medical care. You should not report to Health Services without authorization by a medical staff member. Medical coverage on evenings, weekends, and holidays is for the treatment of emergency medical and dental problems only.

INFECTION CONTROL

You will receive a PPD (TB) Test yearly to determine if you have been exposed to Tuberculosis. This is mandatory unless a healthcare provider has determined that you are exempt from testing. A Chest X-Ray is not a substitute for a PPD Test. Refusal of PPD may result in an Incident Report. Other infectious diseases may be monitored in Chronic Care Clinics, such as HIV or Hepatitis. All inmates are cautioned to avoid activities, which may result in exposure to blood-borne diseases, including tattooing. Good hand washing and hygiene practices will limit the transmission of contagious skin infections.

PHARMACY SERVICE AND PILL LINE

New prescriptions and re-fills are completed during normal business hours Monday-Friday and will be available for pick up in conjunction with Pill Line only. No medications of any type will be dispensed without the presentation of your ID card. Pill Line staff do not provide Sick Call Services.

<p>Pill Lines Times Breakfast Mainline through 7:30 a.m. 7:30 p.m. through 7:45 p.m.</p>

ADVANCE DIRECTIVES

If you are unexpectedly ill or injured and become unconscious, you will have no control over the medical decisions that are made for you in your final days. You may choose to execute a Living Will, which states that you do not want your life to be prolonged by extraordinary means in the event of a terminal and incurable condition. You can only write and sign a Living Will when you are mentally alert and competent to make decisions. You are not required to have a Living Will. BOP pre-printed Living Will forms can be found in the inmate law library, along with more information on Advanced Directives. You may also have this document prepared by a private attorney at your own expense. Once completed, the original document will be placed in your Health Record.

HEALTH CARE RIGHTS & RESPONSABILITIES

You are responsible for attending all medical appointments on the Call-Out. If you choose to refuse treatment or your appointment, then you will need to report to Health Services to sign a Refusal of Treatment form. Failure to report for an appointment is grounds for an incident report. If you are not satisfied with your treatment, and the issue cannot be resolved between you and your medical provider, then you may proceed with the Administrative Remedy Process outlined in this handbook.

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers.

- You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
****You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.**

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- You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.
**You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
- You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.
**You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the Administrative Remedy Program.
- You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you were admitted as an inpatient to a hospital.
**You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
- You have the right to be provided with information regarding your diagnosis, treatment, and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.
**You have the responsibility to keep this information confidential.
- You have the right to obtain copies of certain releasable portions of your health record.
**You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
- You have the right to be examined in privacy.
**You have the responsibility to comply with security procedures should security be required during your examination.
- You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
**You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
- You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
**You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
- You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
**You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
- You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
**You have the responsibility to eat healthy and not abuse or waste food or drink.
- You have the right to request a routine, physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).
**You have the responsibility to notify medical staff that you wish to have an examination.
- You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care, and routine care.
**You have the responsibility to maintain your oral hygiene and health.
- You have the right to a safe, clean, and healthy environment, including smoke free living areas.
**You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
- You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.
**You have the responsibility to notify health services regarding any ill effects that occur because of your refusal. You also accept the responsibility to sign the treatment refusal form.

CORRECTIONAL SYSTEMS MANAGEMENT

CORRESPONDENCE

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail for inmates may be inspected and must remain unsealed. The outgoing envelope must have the inmate's name, Register Number, and return address in the upper left-hand corner. "Federal Correctional Institution Pollock" must be spelled out in the return address. If this information is not reflected on the envelope, it will be returned for correction. Labels will be printed from the TRULINCS System and used on all envelopes. Your Institutional Address is:

Full Name: _____
Register Number: _____
Federal Correctional Institution
P.O. Box 4050 (Unit)
Pollock, Louisiana 71467-4050

- You assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.
- You may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.
- Only mail from the United States Postal Service will be accepted. There is no mail service at this institution on weekends and holidays.

INCOMING CORRESPONDENCE

First Class Mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each living unit. Newspapers and magazines may also be delivered at this time. The Mail Room Staff will deliver legal and special mail as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

The incoming inmate mail must have an inmate's full name and full Register Number. The mailroom staff will not recognize nicknames and/or religious names. This will aid prompt delivery and accuracy. All inmate packages received at the institution must have prior authorization. Note: Some packages are authorized under Bureau policies (i.e., magazines, special mail, paperback books, educational or legal materials). These packages do not require pre-approval. However, these packages must be marked with words such as "Authorized by Bureau Policy." This will alert mail room staff that the enclosed materials contain items not requiring prior approval. This will help avoid the erroneous return of packages. If upon inspection, a package marked with the special mail markings, marked as material otherwise approved under Bureau policy, contains property, or other than approved material, the entire contents shall be released and returned at government expense.

INCOMING PUBLICATIONS

The BOP permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or material addressed to a specific inmate. An inmate may receive hardcover publications only from a publisher, book club, or bookstores. See section on Unit Rules for specific guidelines for receiving incoming publications. Accumulation of publications will be limited to five magazines and to the amount that can be neatly stored in the locker provided in each room, due to sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order, discipline of the institution, or if it might facilitate criminal activity. Publications that may be rejected by the Warden include, but are not limited to, publications that meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities, which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit and the material poses a threat to the security, good order, or discipline of the institution.

SPECIAL MAIL

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence sent to the following: President and Vice-President of the United States, United States Department of Justice (including Bureau of Prisons), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law enforcement officers, attorneys, and representatives of the news media. You are expected to use the special mail privilege responsibly. Questions concerning alleged abuses of the special mail privilege should be referred to the Office of the General Counsel. Special Mail also include correspondence received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons, but including U.S. Attorneys), other Federal law enforcement officers, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. For incoming correspondence to be processed under the special mail procedures, (See 540.18-540-19). The sender must be adequately identified on the envelope and the front of the envelope must be marked, "Special mail – Open only in the presence of the

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inmate.” A designated staff member opens incoming special mail in the presence of the inmate. This is usually done by the Mail Room Staff. This type of correspondence will be checked for physical contraband and for qualification as special mail. The correspondence will not be read or copied if the sender has accurately identified him/herself on the envelope and the front of the envelope clearly indicated that the correspondence is special mail and only to be opened in the presence of the inmate. Without adequate identification as special mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

NEWS MEDIA CORRESPONDANCE

An inmate may write through Special Mail Procedures to representatives of the news media if specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence and for content, which is likely to promote either illegal activity or conduct contrary to regulations.

CORRESPONDENCE BETWEEN CONFINED INMATES

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or a party in a legal action (or a witness) in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). The Superintendent/Warden at both institutions must approve the correspondence from a state facility. The Unit Managers are designated as the approval officials for correspondence between federal institutions.

REJECTION OF CORRESPONDENCE

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include: Matter that is non-mailable under law or postal regulations; Information of escape plots, or plans to commit illegal activities, or to violate institution rules; Directions of an inmate's business (prohibited act 334). An inmate may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

NOTIFICATION OF REJECTION

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejections. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

MAILING OF INMATE PROPERTY

Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff (cop-out) to the department head responsible for the requested items as follows:

- Correctional Counselor – release clothing.
- Health Services Administrator – orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices and hearing aids.
- Chaplain – special purchase items.
- Associate Warden – Questionable items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not approve any item or package delivery unless this approval form is on file.

CHANGE OF ADDRESS/FORWARD OF MAIL

The mailroom will provide inmates with Change of Address Cards required by the United States Post Office upon request. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. Any general mail received after 30 days will be returned to the sender.

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CERTIFIED/INSURED MAIL

You are responsible for the cost incurred when using Registered, Certified, Return receipt or Insured Mail. You will affix the proper amount of postage to each item to cover the total cost of mailing. Certified and return receipt will be available for inmates in the law library and the mailroom. No inmates may be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

FUNDS RECEIVED THROUGH THE MAIL

As previously noted, all funds to be applied to inmate accounts must be forwarded to the Bureau of Prisons Lockbox in Des Moines, Iowa, or sent via Western Union. Any funds sent directly to the institution will be returned to the sender with a letter of explanation. A copy of this letter will be forwarded to the inmate and a copy retained in the mailrooms.

TELEPHONES

In order to preserve the security and orderly running of the facility and protect the public, the Bureau of Prisons monitors and records conversations on all inmate telephones located within the institution. All phone calls will be no longer than fifteen minutes, at which time the system will disconnect the call. After each successful call, your account will be closed for 30 minutes before you will be able to make another call. Phones will not be used during your work hours. Additionally, it is considered an infraction of the rules to use another inmate's telephone access code (PAC) or place a call to an individual and be connected to another number (3-way calls). 3-way calls will not be tolerated. You may not place a call and allow another inmate to speak on the telephone. Upon your arrival, he will be required to record your voice on the TRUFONE Voice Verification System. Each inmate must match their voice when attempting to place a call. It is the inmate's responsibility to match the voice as the recording will only be reset in rare and unusual circumstances. Each inmate is responsible for maintaining their own telephone numbers by utilizing the TRULINCS System to add or delete telephone numbers. You may have up to 30 names and telephone numbers on your account. You must buy telephone credits through the telephone system using your PAC Number. Any other request regarding phone privileges should be directed by copout to the Trust Fund Supervisor. Request for unmonitored attorney calls may be made to unit staff via cop-out and approved by the Unit Manager. These calls will only be approved if a documented and compelling legal need exists, such as an imminent court deadline. Your approved telephone number list and the ending date of any telephone or Commissary restriction may be viewed over the TRULINCS System. Inmate telephones will be turned off 30 minutes prior to each official count.

VISITING

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are from 8:00 a.m. to 3:00 p.m. on Friday, Saturday, Sunday, and approved holidays. No more than five visitors are allowed per visit. Inmates may have only one visit per day. To alleviate overcrowding in the visiting room, the Operations Lieutenant will ask volunteers to end their visits. If overcrowding still exists, the institution utilizes a system of "first in," "first out" meaning the first visitor processed in that morning will be the first to leave. Special consideration may be given for inmates who rarely receive visits over those who receive visits on a regular basis when overcrowding occurs. The following information is provided to expedite visiting privileges. As soon as possible, following assignment to a unit, inmates should submit a tentative list of visitors to the Counselor. Immediate members of one's family are approved within the guidelines of the Bureau and local policies. Your Unit Team will send inquiries to authorities to determine the character of potential visitors who may be on probation or parole. Special visits may be requested through the Unit Manager. All approved visitors, including immediate family members, must have an NCIC back ground check completed. Normally, within 30 days, inmates will receive a copy of their Approved Visiting List. Business may not be conducted during visits. Inmates are allowed to have immediate family and up to 10 friends/associates on their approved list. Inmate visiting will be based on the point system. At the beginning of the month, each inmate will have 8 points. Inmates will be assessed on point for weekday visits and two points for weekend and holiday visits.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure. Inmates may not move around in the Visiting Room once seated and are subject to special seating assignments at the discretion of the Visiting Room Officer and Operations Lieutenant. Inmates are responsible for the conduct and supervision of their minor visitors and children.

- You must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean.
- Items that may be taken into the Visiting Room by an inmate are limited to wedding band, religious headwear, and religious medallion and prescription eyeglasses. The inmate may not bring items purchased in the Visiting Room back into the institution.
- Visitors must be properly dressed. Clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. All visitors must wear footwear.
- The following items WILL NOT be allowed: hats, open-toe sandals, shoes, low cut shirts & blouses, halter-tops, transparent or sheer clothing, overalls, sleeveless tops/dresses, shorts, miniskirts, culottes, Capri-pants, or spandex. Dresses will not be shorter than the top of the knee. Apparel of a suggestive nature, garments which reveal the mid-section, and skirts with slits above the knee will not be allowed. Clothing with derogatory, sexually suggestive, or gang-related logos will not be allowed. All visitors will wear under garments. Female visitors are required to wear a bra. Clothing that, at the discretion of the Operations Lieutenant or Institutional Duty Officer, resembles the style or color of inmate clothing (i.e., khakis, grey sweats) will not be allowed into the institution. At the

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discretion of the Operations Lieutenant or Institution Duty Officer, children under the age of twelve may be allowed to wear shorts. No bare feet will be permitted {excluding babies}.

- If a visitor can not clear the metal detector, they will not be permitted to enter the institution. The hand held metal detector is only to determine the location of the possible metal, with current/valid medical documentation.
- Randomly selected visitors will also be required to pass the ION drug scanning process prior to entering the institution.

IDENTIFICATION OF VISITORS

Identification is required for visitors. These may include a state driver's license, official state I.D. card, and Government I.D. cards. Persons without proper picture identification will not be permitted to visit.

Visitors are permitted to bring no more than \$20.00 (in coins only) into the Visiting Room to purchase items from the vending machines. In addition, two diapers, one baby blanket, two baby food containers, and two clear full baby bottles may be brought into the Visiting Room. No food may be brought into the Visiting Room, but vending equipment is located in the Visiting Room. A clear container or case will be required for storage of any articles allowed in the Visiting Room.

Inmates are not allowed to receive any money for their commissary account while in the Visiting Room. Visitors are not allowed to bring in any items to give to inmates; however, they are allowed to purchase items from the vending machines. The inmate must consume these items prior to exiting the Visiting Room.

The following guidelines will be followed when considering whether an inmate visitor is appropriate at FCI Pollock:

Immediate Family: The Warden is the reviewing official whenever concerns exist that may preclude placement of an inmate's immediate family member on the visiting list. A memorandum noting the potential visitor's past criminal history or the concerns of placing the potential visitor on the visiting list will be routed to the Warden with recommendations from the Unit Team, Deputy Captain, and Associate Warden over Unit Management. For all other visitors, the following guidelines apply: If the potential visitor has been incarcerated within the past 5 years for a crime of violence, crime against a child, or drug related crime, the visitor will be denied. The existence of a criminal conviction alone does not preclude a potential visitor from being approved. The inmate's Unit Manager will review the information and make the final decision.

If the potential visitor is on probation and the visitor is not an immediate family member, the visitor will ordinarily be denied. If there is a valid reason for approving the visitor, staff will obtain written authorization from the appropriate probation/parole official prior to approving visitation privileges. As a reminder, any potential visitor who does not have an established relationship with the inmate prior to confinement will be disapproved. Exceptions can be made, particularly for inmates without other visitors, but these exceptions require the Warden's approval. If a potential visitor is not truthful in supplying valid information when submitting the visitor application, the visitor will be denied. Previously denied visitors will be considered 1 year after the initial denial. The visitor will be required to submit a new Visitor Information form.

SPECIAL VISITS

The Warden or the Warden's designee must approve all special visits at times other than regular visiting hours. Unit staff will be responsible for the supervision of special visits, with the exception of clergy visits. The same procedure for visiting will apply. During times of personal or family emergencies, you will be authorized a visit from the minister of record. Religious Services Staff will supervise clergy visits. Upon conclusion of any special visit, staff will search you in accordance with established procedures. All approved special visitors must complete an NCIC background check.

Directions to FCC-POLLOCK:

- From the south go north on highway 165. After passing the town of Ball, watch for the FCC-POLLOCK and Airport signs. Turn left on Airbase Road. Go approximately 2 miles to the entrance of FCC-POLLOCK.
- From the north go south on Highway 165. After passing the town of Pollock, watch for the FCC-POLLOCK and Airport signs. Turn right on Airbase Road. Go approximately 2 miles to the entrance of FC-POLLOCK.

Local Transportation Services:

Broadway Cab	(318) 443-1278	24/7
CenLa Taxi	(318) 448-1417	24/7
Checker Cab	(318) 445-1717	24/7
Magic City Taxi	(318) 640-2768	Mon-Sat 4am-12am
Delta Cab	(318) 445-1000	24/7
Red River Taxi	(318) 473-9696	24/7
Yellow Checkers	(318) 487-2889	24/7

ACCESS TO LEGAL SERVICES

LEGAL CORRESPONDENCE

Legal correspondence from attorneys will be treated as special mail if it is properly marked. The envelope must be marked with the attorney's name and indication that he or she is an attorney and the front of the envelope must be marked "Special Mail – open only in the presence of the inmate." It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

ATTORNEY VISITS

Attorneys should ordinarily make advance appointments for each visit. No prior approval is required for attorney visits on a visiting day if the attorney of record is noted on the inmate's visiting list. Attorneys are encouraged to visit during regular visiting hours. Attorney visits will be subject to visual monitoring.

LEGAL MATERIAL

With prior approval, a reasonable amount of legal material may be allowed in the visiting area. Legal material may be transferred through staff, but is subject to inspection for contraband. You are expected to handle the transfer of legal material through the mail as often as possible.

ATTORNEY PHONE CALLS

Unmonitored confidential inmate to attorney phone calls will only be authorized when an inmate demonstrates communication with the attorney by the other means is not adequate, i.e., imminent court deadline. You will be responsible for the expense of the unmonitored attorney call and may either call collect or complete a Form BP199, Request for Withdrawal of Inmate's Trust Funds. You must submit a request form to your unit team 24-hours prior to the call. The respective unit manager is the approving authority for legal calls.

LAW LIBRARY

The law library is located in the Education Department and contains a variety of legal reference material for use in preparing legal papers. Reference materials include the United States Code Service, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The law library is open during convenient non-working hours, including weekends (hours of operation are posted on the bulletin board in the Education Department). An inmate law library clerk is available for assistance in legal research. Those inmates in SHU may submit copouts for legal items not maintained in the SHU Law library.

OATHS AND ACKNOWLEDGMENTS

Title 28 USC § 1746 provides that an unsworn declaration under penalty of perjury may be used with "like force and effect" as a sworn declaration... when required by the United States. Since most documents inmates sign are pursuant to a United States law, rule, or regulation, a sworn oath is often not required. When an unsworn declaration is not sufficient, your case manager is authorized to administer oaths and acknowledgments.

NOTARY PUBLIC

As stated above, an unsworn declaration under penalty of perjury is sufficient for most federal documents. Should you have a state or local document that needs to be notarized, submit a cop-out to the Executive Assistant. The Executive Assistant will then arrange with the appropriate staff member to notarize the document.

COPIES OF LEGAL MATERIALS

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit card copy machine is available in the Education Department for inmate use. Inmates may purchase copy cards at the commissary.

FEDERAL TORT CLAIMS

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such claim, inmates must complete a Standard Form 95. They can obtain this form from the Unit Counselor. All Federal Tort Claims should be mailed to the following address:

**BUREAU OF PRISONS
SOUTH CENTRAL REGIONAL OFFICE
Attn: Regional Counsel's Office
4211 Cedar Springs Road, Suite 300
Dallas, Texas 78219**

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FREEDOM OF INFORMATION/PRIVACY ACT OF 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act, 5 USC §552. Clearly mark the request "FOIA/Privacy Act Request," and mail such request to the following address:

BUREAU OF PRISONS CENTRAL OFFICE
320 First Street NW
Washington, DC 20534

INMATE ACCESS TO CENTRAL FILES

You may request access to the non-disclosable documents in your Central File (plus Pre-Sentence Report and/or summary) prior to your parole hearing. Institution staff will permit the review of the Central File upon receipt of a written request from an inmate. The assigned Unit Team will schedule the inmate on a call-out to review his file.

INMATE ACCESS TO OTHER DOCUMENTS

You can request access to the non-disclosable documents in your Central File and medical file, or other documents concerning yourself that are not in his Central File or medical file by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your register number and Date of Birth for identification purposes.

A request on behalf of an inmate by an attorney for a record concerning that inmate will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

PROBLEM RESOLUTION

INMATE REQUESTS TO STAFF (COP-OUT)

The Bureau form BP-148, commonly called a cop-out is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Staff members who receive a cop-out will answer the request in a "reasonable" period. The answer will be written on the bottom of the request form.

ADMINISTRATIVE REMEDY PROCESS

The BOP emphasizes and encourages the resolution of complaints on an informal basis. I hope that an inmate can resolve a problem informally by contacts with staff members or "cop-outs." When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claim, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

Appeals regarding UDC sanctions are made to the Warden (BP-9). Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decision on the evidence available.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.
- The investigator, UDC member, DHO, and staff representative may not assist in preparing the response to the administrative appeals from UDC or DHO actions.

The first step of the Administrative Remedy Procedure is the documentation of the Informal Resolution attempts written on a BP-8 form. Inmates may obtain this form from their Correctional Counselor or other designated unit staff member. On the BP-8 form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

If the issue cannot be informally resolved, the Correctional Counselor will issue a BP-229 (BP-9) Request for Administrative Remedy form. The inmate will return the completed BP-9 along with the BP-8 form to the Correctional Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period. Institution staff has 20 calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional 20 calendar days when deemed necessary to do so. The inmate will be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, ordinarily within three working days from receipt of the complaint.

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If you are not satisfied with the response to the BP-9, you may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form and must have a copy of the BP-9 form and response attached. The Regional appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate will be notified of the extension.

If you are not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses.

The BP-11 form may be obtained from the Correctional Counselor. The national appeal must be answered within 40 calendar days, but the limit may be extended an additional 20 days if the inmate is notified.

ADMINISTRATIVE TIME LIMITS (IN CALENDAR DAYS)

Filing		
BP-9	20 days of incident	
BP-10	20 days from BP-9 response	
BP-11	30 days from BP-11 response	
Response		Extension
BP-9 - 20 days		BP-9 - 20 days
BP-10 - 30 days		BP-10 - 30 days
BP-11 - 40 days		BP-11 - 20 days

SENSITIVE COMPLAINTS

If you believe a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, you may file a complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination and the complaint will be returned to the inmate. The inmate may then pursue that matter by filing a BP-9 at the institution.

ADMINISTRATIVE REMEDY PROCEDURES UNDER THE PRISON RAPE ELIMINATION ACT (PREA)

Administrative remedies regarding allegations of sexual abuse may be filed at any time. Attempts at Informal Resolution (BP-8) are not required. If filed as an emergency grievance under Section 12 of the Program Statement alleging substantial risk of imminent sexual abuse, an expedited BP-9 response should be provided within 48 hours.

RELEASE

SENTENCE COMPUTATION

The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. An inmate will be given a copy of his Sentence Computation as soon as it is prepared. Any questions about Good Time, Jail Credit, and parole eligibility, full term dates, release dates, or periods of supervision should first be submitted to CSD staff.

DETAINERS

Warrants (verified or certified warrants) based on pending charges, complaints, judgments, overlapping consecutive or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is important the inmate initiate efforts to clear up these cases.

CSD Staff may give assistance to offenders in resolving their detainers. The degree to which staff can assist in such matters will depend on individual circumstances. Federal and State detainers based on untried charges may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending charges that have been lodged against an inmate by a "member" state, including the United States Government, regardless of when the detainer was lodged.

For an inmate to use this procedure, the warrant must be lodged as a detainer with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because in some states the detainer notice may start the time running for a Speedy Trial Act agreement.

GOOD CONDUCT TIME AND GOOD TIME

The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with the Good Time and parole issues. There are no provisions under the new law for parole. The only Good Time available will be 54 days per year Good Conduct Time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior

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during the year. Once awarded, it is vested and may not be forfeited. There is no Statutory Good Time or Extra Good Time for persons sentenced after November 1, 1987.

The good time discussed below does not apply to inmates sentenced under the Federal Sentencing Guidelines (USSG):

“Good time” awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence, that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender’s release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

The Parole Commission in settling a parole date may also consider the behavior for which good time is awarded. However, this is not always done.

STATUTORY GOOD TIME

Under 18 USC Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows:

- If the offender has faithfully observed the rules of the institution and has not been disciplined.
- Not greater than one year – 5 days for each month of the “not less than six month” or “more than one year sentence.”
- More than 1 year, less than 3 years – 6 days for each month of the stated sentence.
- At least 3 years, less than 5 years – 7 days for each month of the stated sentence.
- At least 5 years, less than 10 years – 8 days for each month of the stated sentence.
- 10 years or more – 10 days for each month of the stated sentence.

At the beginning of the prisoner’s sentence, the full amount of Statutory Good Time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for five years or longer, 18 USC 4206 (d) requires the parole commission to release an offender after he has served two-thirds of the sentence, unless the commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Correction Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence. This applies only to inmates sentenced for an offense committed prior to November 1, 1987.

EXTRA GOOD TIME

The Bureau of Prisons awards Extra Good Time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (i.e., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another good time award.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum award), but only in a non-disciplinary context and only upon recommendation of staff. The Discipline Hearing Officer may also disallow or terminate the awarding of any type of Extra Good Time (except lump sum awards) as a disciplinary sanction. Once an awarding of Meritorious Good Time has been terminated, the Warden must approve a new staff recommendation order for the award to re-commence. “Disallowance” means an inmate does not receive an extra good time award for only one time for the calendar month. There may be no partial disallowance. A decision to disallow or terminate Extra Good Time may not be suspended pending future consideration. No retroactive award of Meritorious Good Time may be disallowed or terminated.

RESIDENTIAL REENTRY CENTER

Extra Good Time for an inmate in a federal contract Residential Reentry Center (RRC) is awarded automatically beginning on arrival at the facility and continuing as long as the inmate is confined to the Center.

GOOD TIME PROCEDURES

Extra good time is awarded at a rate of 3 days per month during the first 12 months, and at the rate of 5 days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days – day for day – of earning Extra Good Time before an inmate can start earning 5 days per month. For example, if an inmate were to stop working, transfer from industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in calculation of the first 12 months).

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If the beginning or termination date of an Extra Good Time award occurs after the first day of the month, a partial award of day is made. An inmate may be awarded extra time even though some or all of the inmate's Statutory Good Time has been forfeited or withheld.

- Extra Good Time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on a Writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act.
- Extra Good Time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.
- An inmate committed for Civil Contempt is not entitled to extra good time deduction while serving the civil contempt sentence.
- An inmate in an Extra Good Time earning status may not waive or refuse extra good time credits.
- Once Extra Good Time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

LUMP SUM AWARDS

Any staff member may recommend to the Warden the approval of an inmate for a Lump Sum Award of Extra Good Time or a monetary award depending on the eligibility of the inmate. Such recommendations must be for an exceptional act of service that is not a part of a regularly assigned duty. The Warden may make Lump Sum Awards of Extra Good Time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under USC 4102. The actual length of time served on the sentence including jail credit time, is the basis on which the maximum amount of the award is calculated. Any Extra Good Time already earned will be subtracted from this stated maximum. Staff may recommend Lump Sum Awards of extra good time for the following reasons:

- An action of heroism
- Voluntary acceptance and satisfactory performance of an unusually hazardous assignment.
- An act, which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters.
- A suggestion which results in substantial improvement of a program or operation which results in significant saving or:
- Any other exceptional or outstanding service.

PAROLE

Parole is release from incarceration under conditions established by the United States Parole Commission. Parole is not an act of clemency. A parolee remains under the supervision of a United States Probation Officer until the expiration of his full term.

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing.

This waiver will be made part of the Parole Commission File and the inmate's Central File. All inmates who previously waived a parole hearing are eligible to appear before the parole board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearing. The parole board conducts hearings at FCI-POLLOCK on a 17-week cycle. Hearings are held via video conference.

Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases, the unit team will assist the inmate if necessary. Application forms may be obtained from Case Managers.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiner. The Commissioner must confirm the recommendations of the hearing examiner. The confirmation usually takes three weeks and is made through the mail on a form called a "Notice of Action." The inmate may appeal this decision unless it is a DC Superior Case that is non-applicable. Forms for appeal may be obtained from Unit Case Managers. If granted a Presumptive Parole Date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the parole board nine months before the parole date. Parole may be granted to a detainee or for the purpose of deportation.

RESIDENTIAL REENTRY CENTER (RRC)

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a RRC. The Bureau Residential Re-Entry Branch, within the Correctional Program Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Re-Entry Manager (RRM) links the Bureau of Prisons with the United States Court, other federal agencies, state and local government, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate Regional Community Correctional facilities. The community-based residential programs available include both typical community corrections centers and local detention facilities. Each RRC provides a suitable residence, structured program, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. Most BOP

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community – based residential programs are provided in RRC's. These facilities contract with the Bureau of Prisons to provide residential programs near the offender's home community. RRC's are used primarily for three types of offenders:

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC provides two components within one facility, a pre-release component, and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night.

These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some local facilities have work release programs similar to the Community Corrections component in a RRC serving as the transition from the institution to the community.

DISCIPLINARY PROCEDURES

DISCIPLINE

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

INMATE DISCIPLINE INFORMATION

If a staff member observes or believes he or she has evidence an inmate committed a prohibited act, an incident report will be written. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. The Correctional Supervisor may attempt an informal resolution of the incident. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violation in the greatest severity category must be forwarded to the Discipline Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing. Inmates who have been found guilty of a drug or alcohol related incident report will receive a maintenance pay-grade for a period of 12 months.

INITIAL HEARING

Inmates must be given an initial hearing within five working days of the time staff became aware of the inmate's incident. The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next workday. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension. The UDC will either make final disposition of the incident or refer it to the Discipline Hearing Officer (DHO) for final disposition.

DISCIPLINE HEARING OFFICER (DHO)

The Discipline Hearing Officer (DHO) conducts disciplinary hearing on serious or repetitive rule violations. The DHO may not act on a case that has not been referred by the UDC. An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may not question a witness. An inmate may submit a list of questions for the witness or witnesses to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate has the right to be present throughout the DHO Hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delays must be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. See the section on Problem Resolution for more information on appeals.

SEXUAL ABUSE PREVENTION

**U.S. Department of Justice
Federal Bureau of Prisons
Sexual Abuse/Assault
Prevention and Intervention
An Overview for Offenders
October 1998**

What is Sexual Abuse Behavior?

According to Federal law (Public Law 108, The Prison Rape Elimination Act of 2003), sexually abusive behavior is defined as:

The term rape means:

- a. The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person forcibly or against the person's will;
- b. The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or
- c. The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.

Carnal knowledge is contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. **Oral sodomy** is defined as contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus. **Sexual assault with an object** is the use of any hand, finger, object, or other instrument to penetrate, however slight, the genital or anal opening of the body of another person (Note: This does not apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care providers performing body cavity searches in order to maintain security and safety within the prison). **Sexual fondling** is defined as the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification. **Sexual misconduct** (staff only) is the use of indecent sexual language, gestures, or sexually orientated visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are always forbidden and may be illegal.

Your Rights to be Safe from Sexual Abuse Behavior.

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, and ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

Your Role in Preventing Sexual Abuse Behavior. Here are some things you can do to protect yourself against sexual abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What to do if You Are Afraid or Feel Threatened? If you are afraid or feel you are being threatened, or pressured to engage in sexual behaviors, you should discuss your concerns with a staff member. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach ANY staff member, and ask for assistance. Staff have the responsibility to ensure your safety.

What if You Are Sexually Assaulted? If you become a victim of a sexual assault, **you should report it immediately to staff** who will offer you immediate protection from the assailant and will refer you for a medical examination and clinical assessment. You do not have to name other inmates or the staff member to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her). Even though you may want to clean up after the assault, it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom.

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Medical staff will examine you for injuries, which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault.

The individual who sexually abuses or assaults inmates can only be disciplined and/or prosecuted if the abuse is reported. How to Report Sexually Abusive Behavior: It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. Staff are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and law enforcement for investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking to staff.

- *Write directly to the Warden, Regional Director, or Director. You can send the warden an Inmate Request to Staff Member (Cop-Out) or a letter reporting the sexual misconduct. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

- *You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

- *Call the direct line on TRULINCS to report.

- *Write to the Office of the Inspector General (OIG), which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the BOP. Correspondence should be sent to:

**Office of Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue N.W. Room 4706
Washington D.C. 20530**

Understanding the Investigative Process: Once the misconduct is reported, the BOP and/or other appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings. Any inmate who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

Counseling Services for Victims of Sexual Abusive Behavior: Most people need help to recover from the emotional effects of sexual assault. Victims of a sexual assault, whether recent or in the past, can seek counseling and/or advice from any Psychology staff member or a Chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you. **Management**

Program for Assailants: Those who sexually abuse/assault others while in the custody of the BOP will be disciplined and prosecuted fully of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behavior, Psychology services are available.

Prohibited Acts

Inmates, who engage in inappropriate sexual behavior with or direct it at others, can be charged with the following prohibited acts under the inmate disciplinary policy: **Code 101/(A) Sexual Assault; Code 205/(A) Engaging In a Sex Act; Code 206/(A) Making a Sexual Proposal; Code 221/(A) Being in an Unauthorized Area with a Member of the Opposite Sex; Code 300/(A) Indecent Exposure; Code 404/(A) Using Abusive or Obscene Language**

Staff Misconduct

The Standard of Employee Conduct prohibit employees from engaging in, or allowing another to engage in, sexual, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influence, promising or threaten an inmate's safety, custody, privacy, housing, privileges, and work detail or program status in exchange for sexual favors is also prohibited.

CONTACT OFFICES

Office of Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue N.W. Room 4706 Washington D.C. 20530	Northeast Regional Office U.S. Customs House, 7th Floor 2nd and Chestnut Street Philadelphia, Pennsylvania 19106
Central Office Federal Bureau of Prisons 320 First Street N.W. Washington, D.C. 20534	South Central Regional Office 4211 Cedar Springs Road, Suite 300 Dallas, Texas 75219
Mid-Atlantic Regional Office 10010 Junction Dr., Suite 100-N Annapolis Junction, MD 20701	Southeast Regional Office 3800 North Camp Creek Parkway, SW Building 2000 Atlanta, GA 30331-5099
North Central Regional Office Gateway Complex Tower 11, 8th Floor – 4th & Avenue Kansas City, KS 66101-2492	Western Regional Office 7950 Dublin Blvd 3rd Floor Dublin, California 94568

CONCLUSION

Hopefully this information will assist you in your first days in federal custody. You should feel free to ask any staff member for assistance, particularly your unit staff. Additionally, you may utilize the open door procedure during the lunch hour (10:15 am to 11:30 noon-Monday through Friday) inside the dining room. Again, it is stressed that you first attempt honest resolution of your problem with your assigned unit team.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY (100) LEVEL PROHIBITED ACTS:	
100	Killing.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
109	(Not to be used).
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.
115	Destroying and/or disposing of any item during a search or attempt to search.
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
198	Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
AVAILABLE SANCTIONS FOR GREATEST SEVERITY (100) LEVEL PROHIBITED ACTS:	
A.	Recommend parole date rescission or retardation.
B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1.	Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 12 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate's personal property.
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.
HIGH SEVERITY (200) LEVEL PROHIBITED ACTS:	
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
201	Fighting with another person.
202	(Not to be used).
203	Threatening another with bodily harm or any other offense.
204	Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
205	Engaging in sexual acts.
206	Making sexual proposals or threats to another.

207	Wearing a disguise or a mask.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
209	Adulteration of any food or drink.
210	(Not to be used).
211	Possessing any officer=s or staff clothing.
212	Engaging in or encouraging a group demonstration.
213	Encouraging others to refuse to work, or to participate in a work stoppage.
214	(Not to be used).
215	(Not to be used).
216	Giving or offering an official or staff member a bribe, or anything of value.
217	Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
219	Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
221	Being in an unauthorized area with a person of the opposite sex without staff permission.
222	(Not to be used).
223	(Not to be used).
224	Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
226	Possession of stolen property.
227	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
228	Tattooing or self-mutilation.
229	Sexual assault of any person, involving non-consensual touching without force or threat of force.
296	Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
298	Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
AVAILABLE SANCTIONS FOR HIGH SEVERITY (200) LEVEL PROHIBITED ACTS:	
A.	Recommend parole date rescission or retardation.
B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1	Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 6 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate=s personal property.
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.
MODERATE SEVERITY (300) LEVEL PROHIBITED ACTS:	
300	Indecent Exposure.
301	(Not to be used).
302	Misuse of authorized medication.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
304	Loaning of property or anything of value for profit or increased return.

305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
306	Refusing to work or to accept a program assignment.
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
308	Violating a condition of a furlough.
309	Violating a condition of a community program.
310	Unexcused absence from work or any program assignment.
311	Failing to perform work as instructed by the supervisor.
312	Insolence towards a staff member.
313	Lying or providing a false statement to a staff member.
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
315	Participating in an unauthorized meeting or gathering.
316	Being in an unauthorized area without staff authorization.
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
318	Using any equipment or machinery without staff authorization.
319	Using any equipment or machinery contrary to instructions or posted safety standards.
320	Failing to stand count.
321	Interfering with the taking of count.
322	(Not to be used).
323	(Not to be used).
324	Gambling.
325	Preparing or conducting a gambling pool.
326	Possession of gambling paraphernalia.
327	Unauthorized contacts with the public.
328	Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
330	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
331	Possession, manufacture, introduction, or loss of a non hazardous tool, equipment, supplies, or other non hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
332	Smoking where prohibited.
333	Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
334	Conducting a business; conducting or directing an investment transaction without staff authorization.
335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
336	Circulating a petition.
396	Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
397	Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
398	Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
AVAILABLE SANCTIONS FOR MODERATE SEVERITY (300) LEVEL PROHIBITED ACTS:	
A.	Recommend parole date rescission or retardation.
B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 3 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.

J.	Impound inmate's personal property.
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.
LOW SEVERITY (400) LEVEL PROHIBITED ACTS:	
400	(Not to be used).
401	(Not to be used).
402	Malingering, feigning illness.
403	(Not to be used).
404	Using abusive or obscene language.
405	(Not to be used).
406	(Not to be used).
407	Conduct with a visitor in violation of Bureau regulations.
408	(Not to be used).
409	Unauthorized physical contact (e.g., kissing, embracing).
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
AVAILABLE SANCTIONS FOR LOW SEVERITY (400) LEVEL PROHIBITED ACTS:	
B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate's personal property.
K.	Confiscate contraband
L.	Restrict to quarters.
M.	Extra duty.

ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL			
Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any available Moderate severity (300) lvi sanction
		3 rd or more	
Moderate Severity (300 level)	12 months	2 nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available High severity (200) lvi sanction
		3 rd or more	
High Severity (200 level)	18 months	2 nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available Greatest severity (100) lvi sanction
		3 rd or more	
Greatest Severity (100 level)	24 months	2 nd or more	Disciplinary Segregation (up to 18 months).

INMATE'S RIGHTS AND RESPONSIBILITIES §541.12

- You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
**You have the responsibility to treat others, both employees and inmates, in the same manner.
- You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
**You have the responsibility to know and abide by the rules and regulations of the institution
- You have the right to freedom of religious affiliation, and voluntary religious worship.
**You have the responsibility to recognize and respect the rights of others in this regard
- You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
**You have the responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care, as you may need it.
- You have the right to visit and correspond with friends, family members, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
**You have the responsibility to conduct yourself properly during visits not to accept contraband and not to violate the law or Bureau rules or institution guidelines through your correspondence.
- You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction)
**You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court
- You have the right to legal counsel from an attorney of your choice by interviews and correspondence
**You have the responsibility to use the services of an attorney honestly and fairly.
- You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program
**You have the responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of the materials and assistance.
- You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
**You have the responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
- You have the right to participate in education, vocational training and employment as far as resources are available, in keeping with your interest, needs and abilities.
**You have the responsibility to take advantage of activities, which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
- You have the right to use your funds for commissary and other purchases, consistent with institution security and good order for opening bank and/or savings accounts, and for assisting your family.
**You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

INMATE PERSONAL PROPERTY LIST

PROPERTY DESCRIPTIONS

Quantity

CLOTHING

Bathrobe (white or grey; no hoods)	1
Cap, Baseball (white or grey; no logos)	1
Handkerchief (white only)	5
T-Shirts/sleeveless undershirts/crew-neck T-shirts (white or grey/no logos, no pockets)	5
Shoes-Athletic(white/black or combo white/black, Max \$100.00 value/no pumps/no pockets)	2
Shoes, shower	1
Shoes, slippers	1
Shoes, work/safety (safety-toed only)	1
Shorts, gym (white or grey/no logos, cotton, no zippers)	2
Sweatshirt (grey/pullover/no hoods/no logos/cotton)	2
Sweatpants (grey/cotton/no logos)	2
Underwear (white/boxers or briefs)	7

PERSONALLY OWNED ITEMS

FCI POLLOCK

Address Book	1
Alarm Clock	1
Bag, athletic tote (no logos)	1
Batteries	16
Books (hard/soft) (excluding current school/VT books)	5
Book/reading light (battery operated)	1
Bowl (plastic/24 oz or less)	1
Calculator (small/electronically unsophisticated/inexpensive/no-print/battery or solar)	1
Language Translator (same specifics as calculator above)	1
Calendar, small (no wire)	1
Comb/pick (plastic)	2
Combination Lock	2
Cup, small (plastic)	1
Earplugs	1
Envelopes	1
Eyeglass case (non-padded)	2
Hairbrush	1
Hangers (plastic)	5
Headphones or earplugs	1
Jug (1-gallon) plastic	1
Laundry Bag (mesh)	1
Mirror (small/plastic)	1
Pen, Ballpoint	10
Pencils	2
Photo album/scrapbook	1
Photos (single-faced)	25
Playing cards	2
Radio (walkman-type/ no cassette)	1
Shaving Bag	1
Stamps (1st Class)	60
Sunglasses (non-reflective)	1
Thermos (plastic liner) up to 64-oz.	1
Towel (white/large)	1
Watch (\$100.00 maximum value)	1
Watchband	1
Wedding Band (no stones/white/yellow metal)	1
Writing Tablet	2
APPROVED MEDICAL ITEMS	
Artificial Limbs	1
Braces for Backs, etc...	1
Contact Lens (clear, prescription, approved by local HAS to retain)	2
Dentures	1
Eyeglasses (prescription) no stones/no tint	2
Medication (over the counter)	1
Orthopedic Shoes	1
APPROVED RELIGIOUS ITEMS	
Medicine Pouch	1
Phylactery	1
Prayer Rug	1
Religious Headgear (Chaplain approved)	3
Religious Medallion w/chain (less than \$100.00 value)	1
Rosary or Prayer Beads	1
Additional medical and/or religious items may be allowed at the discretion of the Health Services Administrator, Captain, or Chaplain.	
HYGIENE ITEMS	
Dental pick (un-waxed)	1
Denture adhesive	1
Denture brush	1

FCI POLLOCK

Denture cleaner/powder	1
Denture cup	1
Deodorant	2
Lens Cloth	1
Nail clippers (no file)	1
Razor (non-electric)	1
Scissors, mustache (blunt-tip)	1
Sewing Kit	1
Soap, bar	2
Soap Dish	1
Toothbrush	1
Toothbrush Holder	1
Toothpaste	2
Tweezers (blunt tip)	1
OTHER ITEMS	
Chocolate (instant)	10
Coffee (instant/jar/container, unopened)	1
Coffee-mate (instant/jar/container, unopened)	1
Tea (instant/jar/container, unopened)	1
Specific quantities of hygiene and other items listed above pertain only to inmate's transferring between institutions However, all items must be able to be stored neatly in one inmate locker. RECREATION ITEMS	
Athletic Supporter	2
Eye protection	1
Gloves (fingerless/athletic)	1
Gloves (handball)	2
Harmonica	1
Headband/sweatband (white)	2
Knee wraps	2
Knitting/crochet needles, (plastic only)	1
Mouthpiece	1
Pastels, Chalks Oil Base (set of 48)	1
Pens, Gel (must be identifiable on label)	10
Pencils, colored (set of 48)	1
Racquetball (2 cans of 2)	4
Softball Glove (commissary purchased)	1
Yarn (10 skeins), Embroidery, Hoops/Needles (plastic only)	1
NON-TRANSFERABLE ITEMS	
Books	5
Magazines	5
Newspapers	5
Poncho	1
Thermal Underwear (white, thermal shirt, pants)	2
Typewriter ribbons	1
Sodas	
HYGIENE ITEMS	
Brushless Shave	1
Conditioner/Hair	1
Contact Lens Cleaning Solution	1
Hair Oil/Gel	1
Laundry Detergent (FPC)	1
Mouthwash	1
Powder/Body/Foot	1
Shampoo	1
Shaving Cream/Lotion	1
Shoe Polish/Wax	1
Skin Lotion	1

FCI POLLOCK

[illegible]